

HEADQUARTERS
UNITED STATES FORCES KOREA
UNIT #15237
APO AP 96205-5237

USFK Regulation
No. 190-7

10 September 2002

(Effective: 11 September 2002)
Military Police

INSTALLATION ACCESS CONTROL SYSTEM

SUPPLEMENTATION. Supplementation of this regulation and issuance of command and local forms by subordinate commands is prohibited without prior approval of the Commander, USFK, (FKPM-S), Unit #15237, APO AP 96205-5237.

INTERNAL CONTROL PROVISIONS. This regulation does not contain Management Control Procedures.

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*This regulation supersedes USFK Reg 190-7, 14 September 2000.

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CHAPTER 1

INTRODUCTION

1-1. PURPOSE. This regulation establishes policies and prescribes procedures for access to United States Forces, Korea (USFK) installations located in the Republic of Korea (ROK).

1-2. APPLICABILITY. This regulation applies to all personnel who are authorized access to any USFK military installation at any time. This includes but is not limited to: USFK installations, facilities, organizations, units, activities, agencies, visitors, and guests on USFK installations. This regulation applies to active duty personnel, family members of active duty personnel, civilian employees, and family members of civilian employees, invited contractors employees having status under Article XV of the Status of Forces Agreement (SOFA) and their family members, American Embassy personnel and their family members. It also applies to individuals assigned or attached to USFK/Combined Forces Command (CFC). It does not apply to restricted areas governed by other regulations.

1-3. REFERENCES. Required and related publications and forms are listed in Appendix A.

1-4. ABBREVIATIONS AND TERMS. Abbreviations and special terms used in this regulation are explained in the glossary.

1-5. ENFORCEABILITY. This is a punitive regulation. Except where noted, personnel subject to the Uniform Code of Military Justice (UCMJ) who fail to comply with the provisions of this regulation are subject to punishment under the UCMJ, as well as to adverse administrative action and other adverse action authorized by applicable laws or regulations. Personnel not subject to the UCMJ who fail to comply with the provisions of this regulation may be subject to adverse administrative sanctions, including, but not limited to, revocation of privileges as authorized by applicable law and regulation. Prior to initiating any adverse administrative action against a person not subject to the UCMJ who allegedly has failed to comply with this regulation, the commander or supervisor authorized to take the action will coordinate with the servicing judge advocate (JA) and, in the case of civilian employees, with the servicing civilian personnel activity center or civilian personnel flight.

1-6. RESPONSIBILITIES.

a. The Commander, USFK, delegates to the USFK Deputy Chief of Staff (DCofS) all authority to grant or deny access to all USFK installations, facilities, organizations, units, activities, and agencies. The USFK DCofS is also delegated all authority to approve or deny access for Designated Country Personnel (DCP) and waivers or exceptions to this regulation.

b. The USFK Provost Marshal (PM) will provide staff supervision and direction for the command's installation access control program. Specifically, this office will--

- (1) Serve as proponent for all policy matters.

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(2) Provide liaison to the Korean National (KN) Police and U.S. Embassy on background investigations and conduct USFK criminal records checks.

(3) Evaluate, process, and make recommendations on written requests for exceptions to policy.

(4) Prepare and distribute a monthly-consolidated USFK bar roster to area/installation commanders.

(5) Conduct technical assistance visits to review issuing procedures of passes, vehicle registration, and access control procedures on USFK installations.

(6) Ensure all Pass and Identification (ID) Offices and vehicle registration stations comply with regulatory requirements. The USFK PM will use announced and unannounced inspections of Pass and ID Offices and vehicle registration stations to complete this certification. The USFK PM may temporarily suspend operations at any access agency until the agency regains positive control.

(7) Provide a quarterly report to the USFK DCofS on access control statistics, trends, and issues.

(8) Serve as the requesting authority for FPCON A, B, C and D level passes for Eighth U.S. Army and USFK-Wide access requests.

(9) Serve as the office of primary responsibility for the Biometric Identification System (BIDS) and all related topics including fingerprint data identification verification procedures. This includes storing and securing the Digitized Fingerprint Minutia Data (DFMD) and authorizing the exceptional use of the DFMD for reasons not stated in this regulation.

(10) Procure all access documents.

(11) Monitor the recovery of expired access documents or documents which are no longer required due to the elimination of an official relationship such as an employee termination. The USFK PM may withhold from organizations the authority to request individual and vehicle access documents when these organizations do not recover access documents when no longer required or expired.

(12) Issue, if appropriate, short-term, generic, "Distinguished Visitor" USFK Form 37EK (auto Identification Pass) to the command group to ease access requirements for USFK Reg 1-23 defined "Distinguished Visitors" who do not require a permanent pass. Since the passes do not have any personal identification information, pictures, or fingerprint data, they are extremely tightly controlled and sensitive documents.

c. Component Commanders will--

(1) Within 30 days of publication of this regulation, establish procedures that will ensure access documents and ration control plates (if applicable) are recovered from departing employees. At a minimum these procedures will require--

(a) All headquarters (HQ) which issue orders, to state that all Department of Defense (DOD) and KN employees must outprocess the servicing Pass and ID Offices.

(b) Mandate that all personnel activities that provide final clearance authorization for DOD and KN employees, ensure these individuals have outprocessed the servicing Pass and ID Office.

(c) Ensure servicing civilian personnel agencies establish policies that final payment is not rendered until all official documents are recovered.

(2) Establish in and outprocessing procedures that ensure all active duty military and their family members in and outprocess the servicing Pass and ID Office.

(3) Develop and implement procedures that provide advance notice to personnel scheduled for Temporary Duty/Temporary Additional Duty (TDY/TAD) to Korea should they not travel with a DOD ID card. The notice should further advise that non DOD ID cardholders will not be granted unescorted access to USFK installations.

d. The Assistant Chief of Staff (ACofS), J1 will--

(1) In his capacity as proponent for the command's honorary club membership program, publish a policy that clearly provides implementing procedures for honorary club membership and ensures the program meets the requirements established by SOFA and paragraph 4-11b of this regulation.

(2) Provide access guidance for personnel scheduled for TDY/TAD to Korea.

e. The ACofS, J2 will--

(1) Identify countries of counterintelligence concern or whose citizens should be denied access to USFK installations.

(2) Review all access requests for DCP.

f. Area/Installation Commanders responsibilities are listed below. For the purposes of this regulation, the Wing Commander is considered the installation commander on U.S. Air Force installations.

(1) Enforce the provisions of this regulation.

(2) Establish procedures that implement access control measures in accordance with (IAW) this regulation within their area of responsibility.

(a) All supplements or command policies that were established under the previous regulation and do not adhere to the requirements of this regulation are now superceded. Commanders will reestablish and publish supplementing procedures within 60 days of the effective date of this regulation.

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(b) Commanders must obtain the concurrence of their higher HQ JA, and the USFK PM for installation/area-specific procedures prior to publishing.

(3) Commanders of collocated operating bases with a large ROK military population may establish procedures which comply with the general policy of this regulation, but deviate from the specific requirements for the base's ROK military population. The commander must coordinate these procedures with the USFK PM.

(4) Establish procedures to retrieve access documents from individuals when they no longer require installation access or when official business relationship is suspended or terminated.

(5) Ensure personnel seeking employment complete requests for a USFK criminal records check and background check before granting temporary employment.

(6) Establish installation processing procedures which ensure all personnel already possessing a DOD ID card, including active duty, civilian employees, and family members in and outprocess the servicing Pass and ID Office.

g. The USFK Public Affairs Office (PAO) and the installation PAO will ensure all civilian or foreign military press personnel requesting installation access are cleared by PAO. All visiting press personnel on a USFK installation will remain under constant escort by a PAO representative.

h. The U.S. Embassy (USEMB) administrative section will--

(1) Register and issue Ministry of Foreign Affairs and Trade (MOFAT) license plates to authorized personnel.

(2) Provide a monthly report to the USFK PM, Law Enforcement Division, of all active and lost license plates.

i. Agencies empowered to award contracts will ensure contracts contain a provision for the return of all access documents issued to a contractor before final payment is made.

j. Requesting authorities for access documents will--

(1) Ensure all personnel sponsored have an official business or requirement to enter the installation (see section II, Terms, in the glossary).

(2) Retrieve and return any and all issued access documents to the issuing agency upon expiration or termination of official relationship or requirement.

(3) Ensure the number of expired access documents for his organization does not reach ten percent (10%) of the aggregate total of access documents. Failure to do so will be included in the quarterly report to the DCofS.

(4) Maintain a record of personnel sponsored by the organization with supporting documentation.

(5) Conduct a quarterly review with the servicing Pass and ID Office to purge files of personnel who have turned in their passes and decals.

(6) Provide a signature card to the servicing Pass and ID Office. Additionally, provide a signature card to the USFK PM, Access Control Section, if requesting Eighth U.S. Army or USFK-Wide access documents.

k. All personnel desiring access to USFK installations will--

(1) Consent to the capture of a DFMD under the circumstances listed below.

(a) Inprocessing. All personnel who already possess an authorized DOD ID Card (DD Forms 2, active duty or retired, DD Forms 1173, 2764 or 2765) will provide a DFMD while inprocessing a servicing Pass and ID Office at their assigned installation.

(b) Pass request. Personnel who do not have an authorized DOD ID card and require access, must request a USFK Form 37EK (auto) Identification Pass. The pass will only be issued after approval by the appropriate authority and capture of the individual's DFMD.

(c) Other than entry control points. Security or appropriate command personnel may require an individual to provide his/her DFMD for identification verification purposes in locations beyond the entry control point. However, when the request for the DFMD extends beyond merely identifying an individual and leads to a search, the requisite probable cause or other legal basis must be present. The search and seizure rules Military Rules of Evidence 314, 315, and 316 may become applicable in these circumstances. Whenever the request for the DFMD of an individual leads to a search, coordination with a representative of the servicing Judge Advocates' office should occur when practical. Refusal to provide a DFMD is basis for immediate surrender of the individual's USFK Form 37EK (auto) and/or grounds for further administrative or judicial actions by the command.

(2) Carry their DOD ID card or USFK individual access documents on their person while in a duty status or when on a USFK installation or facility. Upon request, they will present the DOD ID Card or USFK Form 37EK (auto) to military law enforcement personnel. Refusal to present the ID is basis for immediate surrender of the USFK Form 37EK (auto) and may be grounds for further administrative or punitive actions.

(3) Immediately report lost or stolen access documents to the local Military Police (MP) or Security Forces (SF).

(4) Inform the requesting agency of any changes in the official relationship that served as the basis for access.

(5) Turn in access documents to the Pass and ID Office when expired or no longer required for official business.

l. Pass and ID Office responsibilities are discussed in Chapter 7.

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1-7. POLICY.

a. General. Area/installation commanders are overall responsible for the security of their installation. The command considers this security of paramount consideration. Inconvenience to individuals seeking access for other than official government purposes is not a reason to circumvent or modify the procedures established by this regulation. These procedures will--

(1) Assist in the prevention of wrongful appropriation and pilferage of government property.

(2) Prohibit the unlawful introduction of weapons, explosives or other contraband onto USFK installations.

(3) Deny access to personnel barred under the provisions of this regulation.

(4) Facilitate compliance with Threat Condition (FPCON) access control measures.

(5) Reinforce, not deviate from, the command's force protection posture.

b. Fingerprint data policy.

(1) The USFK has established the BIDS as a force protection initiative within the command to ensure only authorized personnel are gaining access to USFK facilities. The system will include a standardized, automated personnel pass, USFK Form 37EK (auto), a centralized database of all personnel, vehicle and firearms registrations, and an identification verification system based on DFMD. This fingerprint data will be used to verify a person's identity and confirm the authenticity of all forms of individual access documents.

(2) In most cases, BIDS will compare a DFMD against a single record (one to one comparison) through the use of additional sorting criteria such as Social Security Number, date of birth, etc. Absent preliminary sorting information, BIDS will conduct a comparison of a presented DFMD against all records (one to end).

(3) Under the circumstances listed below, all personnel desiring access to USFK facilities are required to consent to the capture of a DFMD.

(a) Inprocessing. All personnel who already possess an authorized DOD ID Card, DD Forms 2 (active duty or retired), 1173, 2764 or 2765) will provide a DFMD while inprocessing a servicing Pass and ID office at their assigned installation or Area.

(b) USFK Form 37EK (auto) Request. Personnel who do not have an authorized DOD ID card and require access, must request a USFK 37EK (auto). The USFK Form 37EK (auto) will only be issued after approval by the appropriate authority and capture of the individual's DFMD.

(c) Identification verification. Security or appropriate command personnel may require an individual to provide his or her DFMD for identification verification purposes. Although this verification may be necessary for several military reasons, it will routinely occur at entry control points to USFK facilities. Refusal to provide a DFMD is basis for immediate surrender of the individual's USFK Form 37EK (auto) and grounds for further administrative or punitive actions by the command.

1-8. GUIDANCE.

a. There is no "one-answer-fits-all" formula to determine access requirements for all installations at each FPCON (D, C, B, and A). Each installation utilizes a different "skill mix" (numbers and types) of U.S. plus Korean personnel, contractors, guests, and visitors to effectively meet its operational mission requirements, day-to-day sustainment requirements, and ROK/U.S. alliance maintenance requirements at each FPCON level.

b. FPCON definitions and access guidelines are described as follows:

(1) FPCON D. Attack has occurred; Emergency Essential Operations and critical sustainment of the installation. FPCON D applies in the immediate area where a terrorist attack has occurred, or when intelligence indicates that a terrorist action against a specific location or person is imminent. Normally it is declared as a localized condition. FPCON D measures are not intended to be sustained for substantial periods of time. Personnel allowed FPCON D access must be necessary for emergency service/incident response; required for critical sustainment of the mission, installation, or ROK/U.S. alliance; or USG ID card holders plus immediate family members. Critical sustainment means only those individuals required to maintain/sustain at the most austere level those critical services or functions related to installation function and mission accomplishment. Individuals on the installation at the initiation of FPCON D may remain on the installation regardless of FPCON access authority, but no new personnel will be allowed access that are not authorized under FPCON D.

(2) FPCON C. Attack is likely; Mission Essential Operations and minimum sustainment of the installation. FPCON C applies when an incident occurs or when intelligence is received indicating some form of terrorist action or targeting against personnel or facilities is likely. Implementation of FPCON C measures will create hardship and affect the activities of the unit and its personnel. Personnel authorized FPCON C access must be required on the installation to address the current threat; or be required for mission essential sustainment of the mission, installation, OPLAN operations, or ROK/U.S. alliance. This level means that mission essential functions will be nearly fully staffed with their essential personnel, and minimum essential installation services will function but at a greatly reduced level. Individuals on the installation at the initiation of FPCON C may remain on the installation regardless of FPCON access authority, but no new personnel will be allowed access that are not authorized under FPCON C or D.

(3) FPCON B. Increased Threat; Mission Required Operations and Normal Sustainment of the installation. FPCON B applies when an increased or more predictable threat of terrorist activity exists. Sustaining Bravo measures for a prolonged period may affect operational capability and relations with local authorities. All installation services should be performed but at a reduced level. Facilities/Operations necessary to complete the mission of the installation should continue

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to function at near-normal operational capacity. Personnel authorized FPCON B access must be required on the installation to address the current threat; to perform the mission, required OPLAN operations; and provide for near normal sustainment of the installation and ROK/U.S. alliance. This level means that mission required operations will be fully staffed and all installation services will be performed but some may not be as robustly manned as during FPCON A. Individuals on the installation at the initiation of FPCON B may remain on the installation regardless of FPCON access authority, but no new personnel will be allowed access that are not authorized under FPCON B, C, or D.

(4) FPCON A. Increased General Threat; Normal Operations. Applies when there is an increased general threat of possible terrorist activity against personnel or facilities, the nature and extent of which are unpredictable. Alpha measures must be capable of being maintained indefinitely. All functions related to the mission and installation services should be performed at a normal level. Personnel authorized FPCON A access must be required to support the mission, required OPLAN operations, and provide for full normal sustainment of the installation and ROK/U.S. alliance. This level means that mission required operations will be fully staffed and all installation services will be performed.

1-9. EXCEPTIONS TO POLICY.

a. Personnel requesting an exception to policy concerning any chapter, section or paragraph of this regulation must forward their request through appropriate command channels and the USFK PM (FKPM-S), Unit #15237, APO AP 96205-5237, to the DCofS, USFK.

b. All exceptions to policy concerning this regulation that were approved under previous versions of this regulation are no longer valid. Exceptions to policy concerning this regulation that are approved after this regulation takes effect, will be authorized or approved for a one year period, unless specifically stated, in writing, by the DCofS, USFK.

CHAPTER 2

INDIVIDUAL ACCESS GENERAL PROCEDURES

2-1. INDIVIDUAL ACCESS DOCUMENTS.

a. This chapter establishes general individual access procedures, while Chapter 4 establishes specific requirements by categories of individuals.

b. All USFK installations are closed installations. Individuals (over the age of 10) desiring access to any installation must present one of the five types (six actual documents) of individual access documents listed below in order to gain unescorted access.

(1) Active/Reserve Armed Forces ID cards - DD Form 2 (Armed Forces of the United States Geneva Convention Identification Card) (active or reserve). A green ID card issued to individuals on active and reserve military duty.

(2) Uniformed Services Identification Card - DD Form 2 (United States Uniformed Services Identification Card) (retired). A blue ID card issued to retirees of the uniformed services.

(3) Uniformed Services Identification and Privilege Cards. A brown ID card issued to DOD employees and invited contractors/technical representatives. The two types are listed below.

(a) DD Form 2764 (United States DOD/Uniformed Service Identification and Privilege Card) (EGA). Issued to personnel with Geneva Convention status.

(b) DD Form 2765 (Department of Defense/Uniformed Services Civilian Geneva Conventions Identification Card). Issued to personnel without Geneva Convention status.

(4) Uniformed Service ID cards - DD Form 1173 (Uniformed Services Identification and Privilege Card) - A brown ID card issued to dependents of active/reserve duty military, DOD employees and invited contractors/technical representatives.

(5) USFK Form 37EK (auto). A lime green ID card issued to individuals who are authorized access to specific USFK installations, but do not possess another type of DOD ID card.

c. No other forms of personal identification will be recognized for unescorted entry to any USFK installation.

d. Approval authorities may further restrict access. They may also determine that additional documentation is required to gain access to their installations.

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2-2. USE OF A DOD ID CARD TO ACCESS USFK INSTALLATIONS.

a. Individuals entitled to the DOD ID cards listed in paragraphs 2-1b(1) - (4) will normally be granted access to all USFK installations seven days a week, 24 hours a day, at FPCONs Alpha through Delta and entitled to visitor and vehicle escort privileges. Exceptions include, but are not limited to--

(1) Emergency situations where access may expose the individual to increased personal safety risks.

(2) Barments imposed by the appropriate commander IAW Chapter 5 of this regulation.

(3) Revocation of vehicle or personnel escort privileges by their commander, an installation or area commander, or the USFK Provost Marshal.

b. Individuals authorized any type of DOD ID card will obtain their ID card through procedures established by appropriate military regulations and personnel systems.

c. With the exception of dual status personnel (retirees, reservists, or family members who are also DOD employees) individuals will not possess more than one ID card. Violators of this established DOD standard may be subject to administrative or punitive actions by their command.

d. All individuals possessing any type of DOD ID cards mentioned above must inprocess their servicing Pass and ID Office in order to enroll in the BIDS. Failure to enroll in BIDS will prevent the individual from exercising certain privileges such as escorting vehicles or personnel onto an installation. If an individual serves in a dual status (retirees or reservists who are also DOD employees), he will inprocess using the ID card which establishes SOFA status, normally the DD Form 2764 or DD Form 2765.

e. Conversely, all individuals possessing any type of DOD ID cards mentioned above must outprocess their servicing Pass and ID Office in to order to disenroll from BIDS. Disenrollment will ensure all access actions, including transfer of sponsorship, are complete and archive the individual's record.

f. The DOD ID cards are issued to a specific individual, who will not allow other personnel to enter USFK installations using his/her ID card as an access document. Violators may be subject to administrative or punitive actions by their command.

2-3. USE OF THE USFK IDENTIFICATION PASS – USFK Form 37EK (auto).

a. General Guidance.

(1) The USFK Form 37EK (auto) is the only authorized individual access document issued to personnel who require access to specific installations for official business, but do not possess a DOD ID card. Established categories of personnel eligible to receive the USFK Form 37EK (auto) with required definitions are listed below.

(a) Employees. See paragraph 4-2 for other specific requirements.

((1)) Direct hire KGS and KWB employees.

((2)) NonAppropriated fund (NAF) employees.

((3)) Army and Air Force Exchange Service (AAFES) and Defense Commissary Agency (DeCA) employees.

(b) ROK Military. See paragraph 4-3 for other specific requirements.

((1)) Members of the ROK armed forces who are assigned or attached to HQ, CFC or a subordinate CFC command.

((2)) Members of the ROK armed forces who are not assigned or attached to HQ, CFC or a subordinate CFC command, but are required to access U.S. installations frequently to perform official business.

((3)) Civilians employed by the ROK military and directly assigned or attached to HQ, CFC.

((4)) Spouses of ROK military (SFC and above) assigned/attached to HQ, CFC.

(c) Korean Augmentation to the U.S. Army (KATUSA). This regulation supersedes use of the EA Form 620EK (Identification Card - Republic of Korea Army Personnel with the United States Army) issued to KATUSAs and ROK Army (ROKA) staff officers attached to the U.S. Army. See paragraph 4-4 for other specific requirements.

(d) Korean Service Corps. See paragraph 4-5 for other specific requirements.

(e) Department of State (DOS). See paragraph 4-6 for other specific requirements.

((1)) U.S. employees and their immediate command sponsored family members.

((2)) KN employees of the DOS.

(f) Contractor/Vendor. Vendor is the generic term applied to concessionaires who primarily provide a service for AAFES and DeCA. See paragraph 4-7 for other specific requirements.

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(g) Distinguished Guest. The ROK and third country government officials at the vice minister/deputy ambassador (and above) level, who require regular access to USFK installations. See paragraph 4-8 for other specific requirements.

(h) Allied Nation Military. Non U.S. United Nations Command Military Armistice Commission (UNCMAC) and Neutral Nations Supervisory Commission members and their command sponsored family members. See paragraph 4-9 for other specific requirements.

(i) ROK Law Enforcement. Police officers assigned to local KN Police stations and key members of the National Police Agency required to frequently access the installation in the performance of their official duties. See paragraph 4-10 for other specific requirements.

(j) Guests. Categories are established below.

((1)) ROK and third country government officials below the vice minister/deputy ambassador level, who require recurring official business access to USFK installations. See paragraph 4-11a for other specific requirements.

((2)) Honorary Club Members. See paragraph 4-11b for other specific requirements.

((3)) Members of community service organizations, bona fide private organizations, and community service volunteers. See paragraph 4-11c for other specific requirements.

((4)) National level Union Leaders, Medical Insurance Agents, National Pensions Agents, and Korean Group Retirement Fund Agents. See paragraph 4-11d for specific requirements.

((5)) TDY/TAD or travel personnel without a DOD ID card. See paragraph 4-11e for specific requirements.

(k) Personal Hires. This category is established for personal hire employees who work for residents of USFK installations. It primarily includes nannies, maids, gardeners, etc. See paragraph 4-12 for other specific requirements.

(l) Visitors. This category is established for immediate family members who are visiting personnel assigned to and residing on USFK installations. See paragraph 4-13 for other specific requirements.

(2) These categories do not include church and educational institution attendees. They will not receive individual access documents, but may access installations through procedures established in paragraphs 2-4 and 4-16.

(3) Although USFK Form 37EK (auto) are standardized in appearance through the automated issue system, the privileges associated with each ID card are tailored for the individual's access requirements. Given the intent is to limit access to the absolute minimum number of installations required, USFK has established five types depending on the number of installations the individual is required to access. Below are defined the types of USFK Form 37EK (auto).

(a) Installation USFK Form 37EK (auto) allows the bearer access to a single installation, such as Camp Casey, or two installations within the same geographical area, such as Yongsan and Far East District Engineer Compound.

(b) Area USFK Form 37EK (auto) allows the bearer access to all installations within a single geographical area, such as Area IV.

(c) Multi-Area USFK Form 37EK (auto) allows the bearer access to two separate geographical areas, such as Area I and Area II.

(d) Eighth U.S. Army-Wide USFK Form 37EK (auto) allows the bearer access to all ARMY installations.

(e) USFK-Wide USFK Form 37EK (auto) allows the bearer access to all USFK installations.

(4) With the exception of personal hire employees and visitors, an organization and not a specific person will sponsor individuals receiving a USFK Form 37EK (auto).

(5) If a USFK Form 37EK (auto) is lost or stolen and reported to a MP station or SF law enforcement desk within seven days, the servicing Pass and ID Office may issue a new USFK Form 37EK (auto). The pass holder must present the receipt issued by the MP station or SF law enforcement desk and supporting identification. The expiration date for the reissued pass will coincide with the expiration date established by the original application. However, requests for reissue of lost or stolen USFK Form 37EK (auto) not reported within seven days will be treated as a renewal request requiring a complete application submission IAW paragraph 2-3b.

(6) Unserviceable USFK Form 37EK (auto) may be exchanged at Pass and ID Offices, one for one. The individual must provide the unserviceable identification pass and photographic identification. However, the expiration date will remain the same as established by the original approval.

(7) Issue Period. In an effort to ensure 100% control and accountability of USFK Form 37EK (auto), the period of issue is different for each category of individuals. Periods of issue for individuals with greater stability are longer and periods of issue for individuals with greater turnover are obviously shorter. Table 2-1 provides the maximum period of issue for each category of individual. When processing requests, the requesting authority and approval authority will also determine if a condition exists which may merit a shorter expiration date.

Table 2-1. Maximum Issue Period by Category of Individuals

CATEGORY	MAXIMUM ISSUE PERIOD
Direct Hire (KGS or KWB) Employees including NAF, AAFES, & DeCA and Civilian Employees of the ROK military assigned/attached to HQ, CFC	3 years until age 60. At age 60, expiration is 1 year
ROK Military assigned/attached to HQ, CFC or a subordinate U.S command	Length of assignment, but not to exceed 3 years
ROK Military not assigned/attached to HQ, CFC or a subordinate U.S. command to CFC	1 year
KATUSA	Until ETS
Korean Service Corps	3 years until age 60. At age 60, expiration is 1 year
Department of State U.S. Employees and their family members	Length of tour, but not to exceed 3 years
Department of State NonUS Employees	1 year
Contractors, Concessionaires & Vendors	1 year or length of contract, whichever is shorter
Distinguished Guests	1 year
Allied Nation Military (UNCMAC/NNSC)	Tour of service, but not to exceed two years
ROK Law Enforcement	1 year
Guests	1 year
Personal Hires	DEROS of sponsor, but not to exceed 1 year
Visitors	30 days per visit, but not to exceed a total of 60 days during a calendar year
Eighth U.S. Army or USFK-Wide Pass	1 year

(8) Given the expiration date for the vehicle decal coincides with USFK Form 37EK (auto) expiration dates, requesting authorities will make every effort to synchronize and submit both requests concurrently.

(9) Personnel entitled to a DOD ID card will not receive a USFK Form 37EK (auto). For example, a dependent that has a DD Form 1173, but is also a KGS employee will use the DOD ID card to gain access for duty.

(10) Use of the personal access documents for other than official purposes may result in administrative or punitive actions such as revocation of the pass, barment, or criminal charges such as trespassing.

b. Requesting Procedures.

(1) Only personnel authorized to serve as a requesting authority may submit requests for individual access documents to an approving authority for consideration.

(a) Generally, the requesting authority for FPCON A and B level passes to a single installation or up to two Areas must be a Colonel (O-6) or above. For passes which permit access to more than two USFK Areas, the requesting authority is the USFK PM. All USFK pass requests will be processed through the USFK PM. These authorities may not be delegated.

(b) The requesting authority for FPCON C and D passes or visitor access to a single installation or up to two Areas must be a Colonel (O-6) commander or above. For passes which permit access to more than two USFK Areas the requesting authority is USFK PM. These authorities may not be delegated.

(c) Approved Exceptions for requesting authorities.

((1)) In cases where guidance in this policy causes the requestor and approval authorities to both be the Colonel (O-6) Area Support Group/Support Commander, the requesting authority will be the O-5 Deputy Support Group Commander.

((2)) Requesting authority for MARFORK is the O-6 Deputy Commander for all FPCONs.

((3)) Requesting authority for 8th Army Staff for all FPCONs is the 8th Army Chief of Staff.

((4)) Requesting authority for the Air Force Element Staff for all FPCONs is the Air Force Element Section Commander (O-6).

((5)) Requesting authority for USFK staff directorates for all FPCONs is the O-6 staff principal. If the staff principal is a general officer, he may designate a O-6 staff principal in his directorate to be the requesting authority. Two directorates, Office of Special Assistant to the Deputy Commander, USFK SOFA Secretariat, and Office of Special Advisor to the CINC have no military personnel. Civilian O-6 equivalents in these two directorates may act as the requesting authority.

((6)) USFK designated enclave (base cluster) O-5 Commanders may serve as requesting authorities as listed below--

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((a)) Requesting authority for Commander, Fleet Activities Chinhae (CFAC) is the O-5, Commanding Officer, Chinhae. The approval authority is the CNFK Deputy Commander (O-6) for Chinhae.

((b)) Requesting authorities for Area 1 for all FPCONs are the two O-5 LTC Garrison Commanders.

((c)) Requesting authority for the Chunchon enclave for all FPCONs is the designated O-5 enclave commander.

((d)) Requesting authority for the Pusan enclave for all FPCONs is the designated O-5 enclave commander.

((e)) Requesting authority for separate battalions is the O-5 commander.

((f)) Chapter 4 addresses specific procedures by categories of individuals and further establishes requesting authority limitations for selected categories of individuals.

((g)) All requesting authorities must have a signature card on file with the servicing Pass and ID Offices.

(2) Requesting authorities will prepare a cover memorandum requesting a USFK Form 37EK (auto) for the applicant. The memorandum portrays a word picture for the approving authority and must provide all key elements of information justifying access for the applicant, including the specific information listed below.

(a) Reason for access.

(b) Listing of installations the individual must access.

(c) Frequency of access. How many projected times a year the USFK Form 37EK (auto) recipient performs an official function on the listed installation.

(d) Requested FPCON level. Defined as Alpha, Bravo, Charlie, or Delta.

(e) Days and hours of access. The days of the week, for example, Monday – Friday, and the official hours, for example, 0600-1800.

(f) Additional privileges. Given extremely pressing mission requirements, approving authorities may allow USFK Form 37EK (auto) holders to escort nonaffiliated persons and vehicles on installations within their control. These privileges will be tightly controlled and granted under exceptional circumstances. In order to receive these privileges the requesting authority must fully justify and be specific enough for the approving authority to make an informed decision.

(g) Name, Korean Identification (KID) Number, current address, and disclosure of any previous personal history of criminal violations.

(3) In addition to the memorandum, all applications for a USFK Form 37EK (auto) must include the documents listed below.

(a) A completed USFK Form 82-E (Application for Temporary/Permanent Post Pass) signed by sponsoring official (O3/GS9 or above). The USFK Form 82-E must be typed and not hand written. If the approving authority downgrades the requested access privileges, he will sign next to the pen & ink changes. Photographs are not required.

(b) A copy of an official governmental photograph identification card. KNs will use the KID Card. All others will provide a copy of their passport including a copy of the VISA stamps.

(4) The requesting authority will present the documents, on behalf of the applicant, to the servicing Pass and ID Office. In turn the Pass and ID Office will--

(a) Review the packet verifying administrative and regulatory requirements.

(b) Process the required background checks.

(c) Forward to the approving authority for consideration.

c. Approval Procedures.

(1) Access to installations is a commander's responsibility. Area commanders have wide latitude in determining individual access within installations. The intent is to limit FPCON C and D passes to the bare minimum required to accomplish the mission. There is no "one answer fits all" formula to determine access requirements for all installations at each FPCON level (D, C, B, A). Each installation utilizes a different "skill mix" (numbers and types) of U.S. plus Korean personnel, contractors, guests, and visitors to effectively meet its operational mission requirements, day-to-day sustainment requirements, and ROK/U.S. alliance maintenance requirements at each FPCON level. The authority to approve individual access documents at the installation and Area level for FPCON A and B level access is vested in the O-6 level Area/Support Group commanders and in the Department of State Regional Security Officer (DOS RSO) for Yongsan Gate 52 access. The approval authority for these types of passes may be delegated to the Lieutenant Colonel (O-5) Deputy Area/Support Group Commander. The approval authority for FPCON level A and B access for Eighth U.S. Army/USFK-wide access is the USFK ADCofS (requests will be processed through the USFK PM). The approval authority for FPCON level C and D access pass requests for a single installation or up to two areas must be a Colonel (O-6) Area Support Group/Support Group Commander/DOS RSO. For FPCON level C and D passes which permit access to more than two USFK areas, the approval authority is the USFK DCofS (requests will be processed through the USFK PM). These authorities may not be delegated except as stated above.

(a) Multi-area USFK Form 37EK (auto) requests are for access to installations encompassing two separate geographic areas. These requests are first submitted to the area support group approval authority of the home base area or area of predominant access for consideration. After approval, the requesting authority will then forward the request to the second area. If this area support group approval authority approves the request, his servicing Pass and ID Office will issue the USFK Form 37EK (auto). This process may not occur concurrently. Pass and ID Offices will not issue more than one USFK Form 37EK (auto) per individual.

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(2) Approving authorities may not delegate their authority for approval of USFK Form 37EK (auto) passes except when an individual assumes the deputy commander's position in an "acting" capacity in the absence of the actual approval authority. Requests that are "signed for" are not authorized.

(3) A key tenet of the access control program is that approving authorities will limit access through a USFK Form 37EK (auto) to an absolute minimum.

d. Renewal Procedures.

(1) Renewal procedures are only slightly different than the requesting procedures established in paragraph 2-3b. For renewals--

(a) The requesting authority must include a copy of the current USFK Form 37EK (auto) with the application packet.

(b) If a background check was conducted within the last five years and the applicant has maintained a continuous relationship with the sponsoring organization, a background check is not required. Continuous relationship is defined as without a break in the official relationship and authorized access longer than 30 days.

(2) The requesting authority should submit renewal requests no earlier than 60 days and NLT 30 days prior to the expiration date of the current pass. If the background check is current, 30 days is generally sufficient time for processing. However, it generally takes 60 days to conduct a background check.

(3) Pass and ID Offices will not process renewal requests for expired USFK Form 37EK (auto) until the individual surrenders the expired USFK Form 37EK (auto). The individual, with oversight from the requesting authority, is responsible for monitoring the expiration date. Failure to submit a request in a timely fashion is not justification for the unauthorized use of an expired USFK Form 37EK (auto).

(4) Possession and use of an expired USFK Form 37EK (auto) is basis for barment from all USFK installations.

(5) Pass and ID Offices will not process renewal applications for individuals whose current USFK Form 37EK (auto) has already expired, and the individual reports the USFK Form 37EK (auto) as lost or stolen after the expiration date, without the approval of the USFK PM, Security Division. For a request of this nature, the requesting authority must include a copy of the police report and explanation why the individual delayed reporting the USFK Form 37EK (auto) lost/stolen until after the expiration date.

2-4. ACCESS FOR ESCORTED PERSONS.

a. DOD ID card holders (age 18 and above), who do not have restrictions emplaced, and selected USFK Form 37EK (auto) holders may escort nonaffiliated individuals (escorted persons) onto U.S. installations, under certain conditions.

b. DOD ID cardholders (age 18 and above) are authorized to escort persons on the installation for both official and unofficial purposes.

c. The privilege of escorting a person by a USFK Form 37EK (auto) holder must have been approved through the application process and designated on the USFK Form 37EK (auto). Further restrictions are established in Chapter 4 for certain categories of individuals.

d. Unless further restricted in Chapter 4, DOD ID card and USFK Form 37EK (auto) holders may not escort more than four persons and one vehicle. Additionally, command sponsored families may not escort more than four persons per ID card holder (age 18 and above) or a cumulative total of more than eight persons per family.

e. In the event it becomes necessary for an individual with no installation access authority to access the installation in FPCON level A, they must be escorted the entire time they are on the installation by a DOD/DOS ID card holder, or an individual with FPCON D w/escort, FPCON C w/escort, FPCON B w/escort, or FPCON A w/ escort. This is the only FPCON where guest pass holders are routinely authorized to escort. Under special circumstances, visitors determined by the Colonel (O-6) Area Support Group/Support Group Commander/DOS RSO (for Yongsan Gate 52) to be necessary for alliance maintenance may be authorized unescorted access to and from their destination during this FPCON.

f. In the event it becomes necessary for an individual with lower or no installation access authority to access the installation in FPCON B, it must be to address the current threat or to perform near-normal installation/alliance sustainment requirements. These individuals must be escorted the entire time they are on the installation by a DOD/DOS ID card holder, or non-guest pass-holders with FPCON D w/escort, FPCON C w/escort, or FPCON B w/escort access authority. Guest FPCON B pass-holders can escort in FPCON B only with specific approval of Colonel (O-6) Area Support Group/Support Group Commander/DOS RSO (for Yongsan Gate 52). Under very unique circumstances, visitors determined by the Colonel (O-6) Area Support Group/Support Group Commander/DOS RSO (for Yongsan Gate 52) to be necessary for alliance maintenance may be authorized unescorted access to and from their destination during this FPCON.

g. In the event it becomes necessary for an individual with lower or no installation access authority to access the installation in FPCON C, it must be to address the current threat or to perform mission essential installation/alliance sustainment requirements. These individuals must be escorted the entire time they are on the installation by a DOD/DOS ID card holder, or a non-guest pass-holder with FPCON D w/escort or FPCON C w/escort access authority. Guest FPCON C pass-holders can escort in FPCON C only with specific approval as noted above.

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h. In the event it becomes necessary for an individual with lower or no installation access authority to access the installation in FPCON D, it must be to assist with the incident or to perform installation/alliance critical sustainment requirements. These individuals must be escorted by a DOD or DOS ID card-holder the entire time they are on the installation.

i. The escort will remain with his or her guest at all times within reason. For example escort is not required in the rest room. However the escort is responsible for the individual's safety and personal conduct on the installation. Failure to comply with this requirement may result in punishment under the UCMJ or administrative sanctions and will result in the loss of escort privileges and/or forfeiture of USFK Form 37EK (auto). Escorted personnel found on the installation without their escort are trespassing and will be detained by police personnel, processed, released to civilian police authorities and considered for barment.

j. The escort will sign all escorted persons in and out at visitor's centers, designated by the installation commander. During this process the same visitor's center will be used for both entry and exit.

k. The installation commander may determine limits on the hours of access, but it will not exceed 24 hours.

l. Visitor's centers will issue a modified USFK Form 37EK (auto) to the escorted person as a temporary pass. Official governmental ID cards must be used for the identification verification. The intent is to verify the person is who he/she claims to be and that he is not a designated country person IAW Chapter 6.

(1) KNs will use their KID card.

(2) Non Koreans, to include U.S. citizens, will use their passport or an Alien Registration Card provided by the Korean government.

m. After identification verification, the escorted person will leave a photo ID with security personnel in exchange for the modified USFK Form 37EK (auto). The photo ID must meet the following specifications.

(1) KNs, if over the age of 18, will use their KID card.

(2) KNs, between the ages of 5 and 18, may use a school pass or a Korean Registration Certificate as an acceptable means of photo ID.

(3) Non Koreans will use their Alien Registration Card or any other form of photo ID issued by any government, for example a driver's license.

(4) Passports will not be used for the ID exchange. If the escorted person has no other form of ID except the passport or if the escorted person is under 5 years old, the escort may leave his or her photo identification.

n. Individuals with escort privileges will not escort civilian or foreign military news media onto an USFK installation for any purpose, for example, news gathering or reporting, social visit, volunteer work, etc., without the prior written approval of either the USFK or installation Public Affairs Officer.

CHAPTER 3

VEHICLE ACCESS GENERAL PROCEDURES

3-1. VEHICLE ACCESS DOCUMENTS.

a. All Privately Owned Vehicles (POVs) accessing U.S. military installations must display one of four authorized vehicle access documents.

(1) SOFA Plates. Vehicles properly registered and displaying SOFA plates and a valid USFK Safety Decal will be granted full access to U.S. military installations. Except under emergency conditions, security personnel will grant access to all installations, seven days a week, 24-hours a day, and at FPCONs Alpha through Delta. In order to obtain SOFA plates, owners (with SOFA status) must register the vehicle at the appropriate Pass and ID section IAW USFK Reg 190-1.

(2) U.S. Embassy Plates. Vehicles with USEMB plates, which are yellow MOFAT plates beginning with the numbers "001" will be granted access identical to SOFA plated vehicles. The USEMB Administrative section verifies the owner's MOFAT status, registers the vehicle, and issues the plates. These vehicles are not required to have a USFK Safety Decal.

(3) The DD Form 2220 (Department of Defense Registered Vehicle) in conjunction with appropriate Installation/Area tabs and current safety sticker is the only authorized vehicle access document for other (non SOFA and non MOFAT) vehicles requiring long term or recurring access. These vehicle access documents are intended for official U.S. Government business and may be issued to a contract employee (employed for six months or more), vendor, Distinguished Visitor (DV), Armed Forces retiree, reservist or widow/widower of a retiree, and non SOFA status employees. Owners, with an official U.S. Government business requirement, wishing to obtain this semi-permanent vehicle access document, must follow the procedures established in paragraph 3-2 of this regulation.

(4) The USFK Form 192EK (Temporary Vehicle Pass) is the only designated access document for vehicles requiring nonrecurring, temporary access. It is designed specifically for use on vehicles belonging to escorted persons. It will not be used to bypass other regulatory standards, e.g., one POV per family rule. The USFK Form 192EK will not be issued for vehicles operated/owned by employees, residents, retirees, assigned military personnel or dependents of all the above.

b. All vehicle access documents remain U.S. Government property. As such, persons in possession of unauthorized vehicle access documents may be subject to punitive or administrative actions and sanctions such as barment from USFK installation. Additionally, U.S. law enforcement personnel or installation/area command authorities responsible for installation access may recall or revoke vehicle access documents at their discretion.

c. Security/Law enforcement personnel will confiscate all expired or improperly displayed vehicle access documents, for example, DD Form 2220, not physically attached (laminated and lying in the vehicle dashboard), expired safety decal, etc.

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d. Vehicular access presupposes personal access for the driver and all occupants, as discussed in Chapter 2 of this regulation.

e. Vehicles found on the installation without a displayed access document are considered a security risk and may be towed immediately.

f. Locally developed and procured decals are strictly prohibited. Security personnel will not grant access based on such decals and will confiscate the unauthorized decals. Units, commands and activities will not develop or procure decals or other items intended to serve as a vehicle access document. However, Area Commanders may authorize supplemental vehicle identification stickers for areas under their control, such as the CP Tango sticker, to further identify vehicles authorized to enter a particular facility. However, vehicles will not gain access solely based on these stickers. All vehicles entering a USFK installation must have one of the four vehicle access documents listed in paragraph 3-1. Area Commanders will investigate all incidents of production and use of unauthorized, nonregulatory, vehicle access documents.

3-2. USE OF THE DD FORM 2220.

a. General Guidance

(1) The DD Form 2220, once approved by the appropriate authority, may be provided for owners of non SOFA and non MOFAT vehicles with long term or recurring access requirements for the purpose of performing official U.S. Government business.

(2) Non SOFA/MOFAT vehicle access is granted predominantly for the purpose of the delivery and transportation of goods and equipment. Mere use of the vehicle to traverse the installation for daily employment is generally not sufficient justification for the issuance of a DD Form 2220.

(3) The SOFA status personnel will register their POVs IAW USFK Reg 190-1. These personnel will not register their POVs IAW USFK Reg 190-7 and a DD Form 2220 will not be used as a vehicle access document for a POV owned or operated by SOFA status personnel. If SOFA status personnel require the registration of a second POV they may request an exception to policy IAW USFK Reg 190-1.

(4) The USFK Form 37EK (auto) holders are not allowed to register more than one vehicle, except in the case of fleet vehicles or DD Form 2220s issued to a contractor.

(5) The USFK will no longer use FPCON colored tabs, days of the week indicators, or time indicators for the purpose of vehicle access. Security personnel will grant vehicle access consistent with the FPCON level, days of week and times indicated on the individual's personal access documents.

(6) Vehicles with a DD Form 2220 are only authorized access to those installations denoted by their installation/area tabs. The USFK-wide installation tabs, when authorized, will be honored for access to any USFK installation. Pass and ID sections will issue no more than two installation/area tabs per vehicle. Table 3-1 lists all available tabs. Approving authorities will use these tabs to limit access to the bare minimum in order for the individual to accomplish his official business.

Table 3-1
VEHICLE ACCESS TABS

USFK - Authorizes access to all USFK installations

EIGHTH U.S. ARMY - Authorizes access to all ARMY installations

AREA I - Authorizes access to all AREA I installations

AREA IA - Authorizes access to CAMP CASEY, CAMP NIMBLE, CAMP HOVEY, CAMP MOBILE, and CAMP CASTLE

AREA IB - Authorizes access to CAMP ESSAYONS, CAMP KYLE, CAMP PAGE, CAMP SEARS, CAMP FALLING WATER, CAMP JACKSON, CAMP LA GUARDIA, and CAMP RED CLOUD

AREA IC - Authorizes access to CAMP BONIFAS, CAMP GREAVES, CAMP GIANT, CAMP GARY OWEN, CAMP HOWZE, CAMP STANTON, and CAMP EDWARDS

AREA I Installation Tabs:

CAMP CASEY	CAMP ESSAYONS	CAMP EDWARDS	CAMP CASTLE
CAMP BONIFAS	CAMP HOVEY	CAMP JACKSON	CAMP GIANT
CAMP NIMBLE	CAMP GARY OWEN	CAMP MOBILE	CAMP HOWZE
CAMP STANTON	CAMP KYLE	CAMP GREAVES	CAMP SEARS
CAMP STANLEY	CAMP FALLING WATER	CAMP LA GUARDIA	CAMP PAGE
CAMP RED CLOUD			

AREA II - Authorizes access to all AREA II installations

Area II Installation Tabs:

YONGSAN	CAMP MARKET	FED COMPOUND	K16 AIRFIELD
CAMP GRAY	CAMP COLBERN	HANNAM VILLAGE	MAIN POST
SOUTH POST	TMP ANNEX		

AREA III - Authorizes access to all AREA III installations

Area III Installation Tabs:

CAMP HUMPHREYS	CAMP LONG	CAMP EAGLE	CAMP YONGIN
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Table 3-1

VEHICLE ACCESS TABS (continued)**AREA IV** - Authorizes access to all AREA IV installations

Area IV Installation Tabs:

CAMP WALKER

CAMP HENRY

CAMP GEORGE

CAMP CARROLL

CAMP HIALEAH

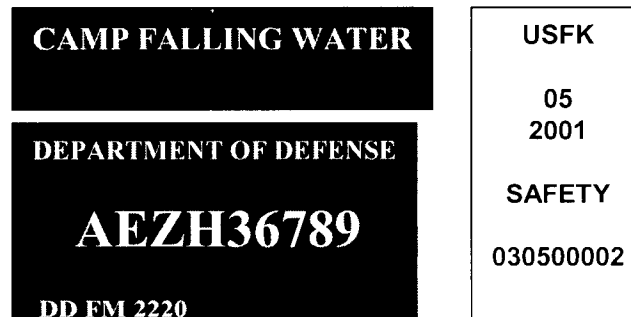
PIER 8

PUSAN STORAGE FACILITY

USAG-T (U.S. Army Garrison-Taegu)

OSAN**KUNSAN****CHINHAE**

(7) The DD Form 2220 will be permanently affixed (by Pass and ID personnel) to the vehicle with its own adhesive in the lower left-hand (driver's side) corner of the vehicle windshield. Installation/Area tabs will be affixed directly above the DD Form 2220. Safety Decals, which denote the expiration date (year/month) of the DD Form 2220, will be attached to the left (driver's left) of the DD Form 2220. See Table 3-2.

Figure 3-1. Vehicle Decal Display

(8) Generally, the DD Form 2220 is issued for one year; however, several criteria, provided in Chapter 4 by category of individual, determine the expiration date. Under no circumstances will Pass and ID sections issue DD Forms 2220 for longer than one year. Additionally, vehicle access is dependent upon personal access, the DD Form 2220 will expire concurrently with the USFK Form 37EK (auto). Additionally, a DD Form 2220 will not be issued to a person whose personal access will expire within 60 days. Requesting authorities should make every effort to synchronize issuance of the USFK Form 37EK (auto) and the DD Form 2220 for those personnel requiring dual access.

(9) Installation/deputy area commanders will not approve DD Form 2220s for leased or rented vehicles. However, USFK Forms 192EK may be used for access for these vehicles. See paragraph 3-3 for further guidance.

(10) If a DD Form 2220 and/or installation tab is lost or stolen and reported to a MP station or SF law enforcement desk within seven days, the servicing Pass and ID Office may issue a new DD Form 2220 and installation tab. The decal holder must present the receipt issued by the MP station or SF law enforcement desk and supporting identification. If a safety decal is reissued due to loss or theft, the expiration date for the reissue will coincide with the expiration date established by the original application. However, requests for reissue of lost or stolen vehicle access documents not reported within seven days will be treated as a renewal request requiring a complete application submission IAW paragraph 3-2b.

b. Requesting Procedures.

(1) Only personnel authorized to serve as a requesting authority may submit requests for vehicle access documents to an approving authority for consideration.

(a) Generally, the requesting authority is the U.S. O5/GS 12 deputy commander in the chain of command or supervision. The applicant must work for or provide a service for the organization commanded/controlled by the requesting authority. Examples of requesting authority include USFK and component principal staff (Deputy ACoS for the J3, N5, 7th AF CE, etc), Major Subordinate Deputy Commanders (18th MEDCOM, 8th MP Brigade, Operations Group Commander, etc). The organization of the requesting authority will be listed as the sponsoring organization for the individual's access documents.

(b) This requesting authority may not be delegated.

(c) O5 level subordinate commanders who are not physically located within the same geographical location as their parent HQ are requesting authorities within their organizations.

(d) The grade requirement for the requesting authority creates a unique situation for installation and area organic staff in that the U.S. O5 deputy commander would serve as both requesting and approving authority. To alleviate this problem, installation and area commanders may establish procedures for processing access requests for their principal and special staffs that do not require the deputy commander to serve as both requestor and approver. Generally, these procedures would state that the senior U.S. staff officer or GS supervisor for the activity would serve as the requestor. As an example, the Director of DPW could serve as the requesting authority for an area pass for his DPW personnel. The area deputy commander would then serve only as the approving authority.

(e) In the situation where an independent activity is not controlled by a U.S. O5/GS 12, the senior officer or supervisor down to the grade of U.S. O4/GS 11 may serve as the requesting authority.

(f) Chapter 4 addresses specific procedures by categories of individuals and further establishes requesting authority limitations for selected categories of individuals.

USFK Reg 190-7

(g) All requesting authorities must have a signature card on file with the servicing Pass and ID Offices.

(2) Requesting authorities will prepare a justification memorandum to the appropriate approving authority. The memorandum must be specific enough for the approving authority to make an informed decision and include the specific information listed below.

(a) The reason for vehicular access.

(b) How often (frequency) per month the owner will require vehicular access and to which specific installation(s).

(3) The following documents are required when applying for a decal and must accompany the justification memorandum:

(a) A completed USFK Form 195 (Application for DOD Vehicle Registration Decal), signed by the applicant and sponsoring authority (O3/GS9 or above).

(b) A copy of a valid insurance policy, IAW USFK Reg 190-1.

(c) A copy of a valid vehicle operator's license, ROK or USFK, as appropriate, per USFK Reg 190-1.

(d) A copy of the current safety inspection certificate.

(e) A copy of the valid registration in the name of the applicant.

(f) A copy of the individual's USFK Form 37EK (auto) Identification Pass or DOD ID card.

c. Approval Procedures.

(1) The authority to approve vehicle access documents is vested in the installation commanders, deputy area commanders. The approving authority for vehicle access documents varies based on the type of documents and is established below.

(a) Installation commanders serve as the approval authority for an installation tab authorizing access to a single installation or multiple installations grouped together into an enclave, such as Area IC, under his command and control.

(b) Deputy area commanders serve as the approval authority for an area tab authorizing access to all installations within a single geographical area.

(c) Multi-area vehicle access denotes access to installations in two separate geographic areas. These requests are first submitted to the installation/deputy area commander of the home base (predominant access) area/installation for consideration. After approval, the servicing Pass and ID Office may issue the DD Form 2220 and appropriate area/installation tab. In order to obtain the second tab, the requesting authority will then forward the request to the second deputy

area/installation commander. If this approving authority approves the request, his servicing Pass and ID Office will issue the second area/installation tab. This process may not occur concurrently. Pass and ID Offices will not issue more than one DD Form 2220 per vehicle.

(d) The USFK Deputy PM serves as the approval authority for vehicle tabs authorizing access to all U.S. Army (Eighth U.S. Army-Wide) installations or all USFK installations (USFK-Wide).

(2) Approving authorities may not delegate their authority for approval of vehicle tabs except under the following conditions. When an individual assumes the deputy commander's position in an "acting" capacity in the absence of the actual deputy commander. Requests that are "signed for" are not authorized.

(3) The authority to approve vehicle access documents is vested in installation commanders, deputy area commanders and the USFK Deputy PM. The approving authority for vehicle access documents varies based on the type of documents and is established below.

(4) Except within the parameters discussed below, approving authorities may not delegate their authority to a single representative.

(a) Installation commanders may not delegate their approval authority except under three circumstances except when an individual assumes the Installation Commander's position in their absence at which time the acting Installation Commander will be put on orders stating such. Requests that are "signed for" are not authorized.

(b) On U.S. Air Force installations, the subordinate Group Commander or a principal U.S. staff officer (O5/GS 12) is the approval authority.

(c) The USFK Deputy PM serves as the approval authority for all USFK-wide vehicle tabs.

(5) A key tenet of the access control program is that approving authorities will limit access through DD Form 2220s to an absolute minimum. Additionally, approving authorities will use the various installation/area tabs to further limit vehicle access to the minimal number of installations required to perform the official functions.

3-3. USE OF THE USFK FORM 192EK.

a. General Guidance.

(1) The USFK Form 192EK is a temporary vehicle pass designed for personnel who must access an installation for legitimate reasons on an irregular basis.

(2) The USFK Form 192EK will not be used to bypass other regulatory standards, e.g., one POV per family rule. As such it will not be issued for vehicles operated/owned by employees, residents, retirees, assigned military personnel or dependents of all the above.

(3) The USFK Form 192EK, with rare exceptions, will only be issued for vehicles of persons escorted on the installation by an individual with vehicle escort privileges.

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(a) Escorts must ride in the escorted person's vehicle or provide vehicle to vehicle escort while on the installation. The escort must exercise control over the escorted vehicle.

(b) Escorts must return with the escorted vehicle to the issue location when signing the vehicle off the installation and to return the USFK Form 192EK.

(4) The USFK Form 192EK will be openly displayed on the driver's side dash of the vehicle at all times while on the installation. If not displayed, the vehicle is subject to immediate towing and/or the individual's vehicle escort privileges may be revoked.

(5) More than one USFK Form 192EK may not be issued to a single vehicle.

b. Requesting and Approval Procedures.

(1) **Escorted Visitor's Vehicles.** Individuals who possess vehicle escort privileges and wish to escort a vehicle can complete the action at an installation visitor's center. Upon presentation of appropriate documents, visitor's center personnel, on behalf of the installation commander, may issue a USFK Form 192EK for the period of the visit, but not to exceed 24 hours. At the visitor's center, the escort along with the owner (not the same person) must present the owner's valid driver's license, show proof of ownership (registration), proof of a valid safety inspection, and insurance in order to receive the temporary vehicle pass.

(2) **The SOFA Status Individual with a Rental Vehicle.** Visitor's centers may also issue a USFK Form 192EK to individuals, primarily residents, who wish to access the installation with a rental vehicle under certain conditions. In order to qualify for this privilege, the individual must meet the grade and status restrictions established by USFK Reg 190-1 to register a vehicle. He/she must also possess a valid driver's license, show proof of rental, proof of a safety inspection, and insurance in order to receive the temporary vehicle pass. The vehicle pass may be issued for a time period not to exceed 24 hours and for no more than two consecutive days.

(3) Extended USFK Form 192EK for Rental Vehicles.

(a) Under exceptional circumstances, Pass and ID Offices may issue a USFK Form 192EK for a period not to exceed 14 days. This privilege is established primarily for individuals, who rent a vehicle while TDY/TAD or on leave, or the SOFA plated vehicle is inoperative or insufficient to meet specific needs such as the visit of an extended family. Individuals desiring a temporary vehicle pass based on these circumstances must submit a written request to the installation commander and, upon approval, the servicing Pass and ID Offices will issue the USFK Form 192EK.

(b) In cases where contractors, TDY/TAD personnel or military units or agencies use rental or leased vehicles to provide services for the command, Pass and ID Offices may issue a USFK Form 192EK for a period not to exceed 60 days. In order to obtain this type of vehicle pass, a requesting authority must submit a memorandum that complies with the standards articulated for the DD Form 2220 (paragraph 3-2b) to the appropriate approving authority. Subsequent to his approval, the Pass and ID Office will issue the document.

3-4. TRAFFIC LAWS. Operators/owners of all POVs will operate their vehicle IAW USFK regulations and Korean traffic laws while on a USFK installation. Requesting authorities are required to brief operators of Non SOFA/MOFAT vehicles, that it is a privilege to operate a vehicle on a USFK installation. Repeated or serious violations (including parking violations) will result in revocation of driving privileges by the area/installation commander or loss of vehicle access documents.

CHAPTER 4

INDIVIDUAL AND VEHICLE ACCESS SPECIFIC PROCEDURES BY CATEGORY

4-1. PURPOSE. Chapters 3 and 4 outline general individual and vehicle access procedures. This chapter articulates and further specifies access procedures by categories of individuals.

4-2. EMPLOYEES.

a. These specific procedures apply to--

- (1) Direct Hire KGS and KWB employees.
- (2) AAFES and DeCA Employees.
- (3) NonAppropriated Fund (NAF) Employees.

b. Additional Individual Access Guidance.

(1) In addition to the information requirements specified in paragraph 2-3b(2), the requesting authority will state that the employee is not pending any type of separation action, such as retirement or termination.

(2) In addition to the documentation listed in paragraph 2-3b(3), the requesting authority will attach a copy of the employee's current job description.

(3) Individual access documents, although not a condition of employment, are generally approved for employees, but limited to the minimal number of installations. As such, most employees only qualify for an installation pass.

(4) Employee access is granted for the purpose of performing officially assigned duties. It is critical that requesting authorities specify the employee's required working hours and days of week. If approved, passes will be valid for one hour prior to the start of work and one hour after the end of the work period and on the days of week specified in the request. Employees who need access for purposes other than official functions or outside these hours, must be signed onto the installation as an escorted person. Use of the USFK Form 37EK (auto) Pass to gain access for reasons other than performing officially assigned duties may be considered trespassing and/or unlawful entry and commanders may take administrative or punitive actions against these employees.

(5) Unless an official need exists, employees will not receive personnel or vehicle escort privileges. If approved, employees are only authorized to escort a maximum of three people and one vehicle.

c. Additional Vehicle Access Guidance.

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(1) A vehicle decal is not a condition of employment.

(2) In addition to the documentation listed in paragraph 3-2b(3), when requesting Eighth U.S. Army or USFK-Wide vehicle access, the requesting authority will include copies of official finance documentation establishing mileage reimbursement paid to the employee during the last 12 months.

(3) Certain grade restrictions apply to the issuance of vehicle access documents to employees. Generally, the approving authority will only approve the issuance of a decal to direct hire personnel in the grade of KGS-7/KWB-9 or above.

(a) However, pursuant to a Memorandum of Understanding (MOU) dated 12 June 1986 between USFK and the Korean Employees Union, certain employees below the minimum grades stated above, who had vehicle access privileges before the date of the MOU, retained this privilege after the agreement. When requesting vehicle access documents for employees falling into this exception, the requesting authority must include proof of the vehicle access privileges before the MOU and state that the employee has not had a break in employment.

(b) Additionally, the appropriate approving authority may approve vehicle decals for individuals who do not meet the minimum grade requirements and who are not covered by the MOU, based on the need of the employees and the requesting authority's recommendation. Individuals receiving decals as an exception are not guaranteed a future renewal. If upon a renewal request, the approving authority deems the individual's circumstances no longer justify a vehicle decal, the past approval will not "grandfather" the individual's request.

(4) Approving authorities are encouraged to establish criteria for approval of decals for employees, beyond the USFK established grade restrictions. Establishment of these criteria at the local level will allow the commander to weigh the needs of his employee population against other constraints such as parking.

(5) If deemed necessary by the requesting authority and approved by the appropriate authority, an employee may register a POV owned by his or her spouse (not other family members), but operated by the employee. A copy of a family census register, which establishes the marital relationship, must accompany the request.

d. Other Specific Guidance. The organization of assignment, in conjunction with the servicing civilian personnel agency center or civilian personnel flight, must ensure employees turn in all access documents upon termination of service.

4-3. REPUBLIC OF KOREA (ROK) MILITARY.

a. These specific procedures apply to--

(1) Members of the ROK armed forces who are assigned or attached to HQ, CFC or a subordinate CFC command.

(2) Members of the ROK armed forces who are not assigned or attached to HQ, CFC or a subordinate CFC command, but are required to frequently access U.S. installations to perform official business.

(3) Civilians employed by the ROK military and directly assigned or attached to HQ, CFC.

(4) Spouses of ROK military (SFC and above) assigned or attached to HQ, CFC.

b. Additional Individual Access Guidance.

(1) The requesting authority can contact the USFK PM, Security Division, Access Control Section to schedule an appointment for ROK General Officers assigned or attached to CFC to receive their USFK Form 37EK (auto). Justification paperwork is not required for these officers.

(2) Members of the ROK military do not require background checks in order to obtain a USFK Form 37EK (auto) ID Pass. However, civilians employed by the ROK military and directly assigned to CFC and spouses of ROK military (SFC and above) assigned or attached to HQ, CFC do require background checks.

(3) The ROK military and civilians employed by the ROK military and directly assigned or attached to HQ, CFC, if approved, may be allowed to escort no more than three persons and one vehicle.

(4) Within the BIDS system, only ROK military (SFC and above) assigned or attached to HQ, CFC are considered "command sponsored". This categorization will allow a requesting authority to request passes, if deemed necessary, for spouses of these military personnel.

(5) The ROK military personnel will have their USFK Form 37EK (auto) photograph taken in uniform.

c. Additional Vehicle Access Guidance.

(1) The ROK military vehicles are not exempt from the requirement to have a vehicle access document as established in paragraph 3-1a(3) or 3-1a(4).

(2) Civilians working for the ROK armed forces assigned to HQ, CFC in the grade of MND-7 and above are eligible for a vehicle access document. If deemed appropriate, approving authorities may continue to issue decals to the lower grade employees.

d. Other Specific Guidance.

(1) The Deputy ACofS, J1, will serve as the requesting authority for individual and vehicle access documents for all ROK military and civilians assigned or attached directly to HQ, CFC.

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4-4. KOREAN AUGUMENTATION TO THE U.S. ARMY (KATUSA).

a. The Eighth U.S. Army KATUSA Program Manager, in his capacity as proponent for the KATUSA program, will serve as liaison to USFK PM, Security Division for all matters pertaining to KATUSA access.

b. Additional Individual Access Guidance.

(1) This regulation supersedes the use of the EA Form 620EK. As of the effective date of this regulation, the USFK Form 37EK (auto) ID Pass will serve as the KATUSA individual access document.

(2) The KATUSA personnel section at Camp Jackson will issue all new KATUSAs their USFK Form 37EK (auto) during inprocessing. During this initial issue, the KATUSA personnel section will establish the database record for the individual, and capture a photograph and the DFMD.

(3) The KATUSAs who lose or have their USFK 37EK (auto) stolen may receive a new pass from any servicing Pass and ID Office. However, they must submit the MP documentation demonstrating they have reported the pass was reported lost or stolen.

(4) Unless their privileges are revoked, a KATUSA is entitled to USFK-Wide access and may escort four personnel and one vehicle.

c. Additional Vehicle Access Guidance. The KATUSAs are not entitled to vehicle access documents.

4-5. KOREAN SERVICE CORPS (KSC).

a. The KSC Battalion Executive Officer, on behalf of the Battalion Commander will serve as liaison to the USFK PM, Security Division on all matters pertaining to KSC access.

b. Additional Individual Access Guidance.

(1) During Armistice, KSCs will use the USFK Form 37EK (auto) as their individual access documents.

(2) As a general rule, KSC assess is limited to the minimal number of installations required to perform their assigned duties. However, during theater level exercises and other major operations, the USFK PM may publish a policy memorandum that broadens KSC access to a level necessary for the performance of the operation/contingency. This broadening in access may include the number of installations, days of the week and hours of access.

c. Additional Vehicle Access Guidance. Consideration for vehicle access documents and additional requirements for vehicle access requests are identical to the requirements provided for employees in paragraph 4-2c.

d. Other Specific Guidance. The KSC Battalion Commander will serve as the single sponsor for USFK/Eighth U.S. Army level KSC access documents. The area KSC coordinators are the sponsoring activities for their respective areas.

4-6. DEPARTMENT OF STATE (U.S. EMBASSY) PERSONNEL.

a. These specific procedures apply to--

(1) U.S. employees of the USEMB and their immediate command sponsored family members.

(2) KN employees of the DOS.

b. General Guidance.

(1) The Embassy and USFK will each maintain separate but coordinated access controls at Gate 52.

(2) The Embassy and USFK will each determine access levels according to mission needs and associated background/security checks for each individual and ensure that appropriate identification is issued.

(3) IAW DOS security guidelines and U.S. Embassy "Threat Condition" levels, the Embassy will implement levels of personnel and vehicle security checks to reflect the current level of threat to its personnel and facilities. USFK will also implement measures in accordance with DoD and USFK "Force Protection Condition" requirements.

(4) Personnel, contractors, or guests not in possession of identification corresponding to the current FPCON level will be escorted the entire time they are on the installation by an Embassy or USFK representative in possession of such identification. Escort personnel will ensure that guests have access only to authorized facilities.

(5) Both parties will consult closely to ensure that their respective procedures and standards for the above principles are in harmony and provide an equivalent level of security.

(6) DOS RSO and Government Services Office (GSO) will serve as the requesting authorities for all access documents for KN employees of the USEMB.

c. Additional Individual Access Guidance.

(1) In order to receive a USFK Form 37EK (auto), U.S. employees and their immediate command sponsored family members will report to the USEMB Regional Security Office or the

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USFK PM, Security Division, Access Control Section. After presentation of his or her USEMB badge (blue, yellow, or white) and electronic capture of their photograph and DFMD, U.S. employees and their family members will receive a USFK-Wide pass. The pass will be valid 24 hours a day, seven days a week through FPCON Delta with personnel and vehicle escort privileges.

(2) Individual access for KN employees of the DOS is limited to official business only. Requests for USFK Form 37EK (auto) for these employees will follow the procedures established in paragraph 2-3b.

(3) The RSO may issue visitor passes to immediate family members visiting and residing with embassy employees IAW paragraphs 4-13a, 4-13b, 4-13d, 4-13e, and 4-13f.

d. Additional Vehicle Access Guidance.

(1) The U.S. employees and service members assigned to DOS will register their POV with the USEMB GSO and receive MOFAT plates beginning with the numbers "001". Given MOFAT plates serve as authorized vehicle access documents, U.S. employees are not required nor will they receive DD Form 2220s and installation tabs. Additionally, IAW with the MOFAT agreement between the DOS and the ROK government, MOFAT plated vehicles do not require a USFK safety decal.

(2) Requests for vehicle access documents for KN employees of the DOS will follow the procedures established in paragraph 3-2b.

(3) The RSO will provide MOFAT vehicle registration information to the USFK PM, Law Enforcement Division, Vehicle Registration Section, monthly.

4-7. CONTRACTORS/VENDORS.

a. This paragraph provides specific procedures for invited contractors (ICs)/technical representatives (TRs), local contractors, and vendors.

b. The ICs/TRs are individuals from U.S. firms present in Korea for the purposes of executing contracts with the U.S. armed forces or providing special instruction or advising U.S. armed forces with particular skills.

(1) The Deputy ACoS for Acquisition Management (FKAQ) through USFK Reg 700-19 provides guidance for the management of the IC/TR program. USFK Reg 190-7 provides additional access control guidance as required.

(2) The ICs/TRs who are in the command for 30 or more days are generally eligible for a DOD ID card. The FKAQ will process requests for DOD ID cards through appropriate component personnel commands. The USFK PM is not involved in this process.

(3) The IC/TRs who are in the command for 29 or fewer days are eligible for and will use a USFK Form 37EK (auto) to access USFK installations.

(4) In order for ICs/TRs to receive a USFK Form 37EK (auto), a requesting authority must submit a request with a copy of the USFK Form 175R-E (Invited Contractor and Technical Representative Personnel Data Report) (stamped by FKAQ), (which will be locally reproduced on 8 ½-by 11 inch paper or downloaded from the Eighth U.S. Army Intranet) and a completed USFK Form 82-E (Application for Temporary/Permanent Post Pass) (which is available for downloading from the Eighth U.S. Army Intranet). The request must state the required areas of access and escort privileges.

(5) Since most ICs/TRs require Eighth U.S. Army or USFK-Wide access, the USFK PM Access Control Section will process all pass requests for ICs/TRs.

(6) The ICs/TRs will not receive a DD Form 2220. However, they may use their vehicle escort privilege to access the installation with a USFK Form 192EK.

(7) Family members of ICs/TRs are not eligible to receive a USFK Form 37EK (auto).

c. Contractors. In the past, "agencies empowered to award contracts" served as the sponsoring organization. Given the strictly administrative and oversight responsibility of these agencies, it is sometimes difficult for the agency to determine the true mission requirements of the contractor. This regulation rescinds this process and establishes the requiring activity or using activity as the sponsoring organization for access documents for contractors. However, all requests will be coordinated through the Contracting Officer, who must validate the status of the contract, prior to consideration by the approving authority.

d. Vendors.

(1) The senior general manager (GM) for agencies which utilize vendors (AAFES and DeCA) will serve as the single sponsoring activity for all access documents for these personnel.

(2) The Deputy ACoS, G1 will serve as the single sponsoring activity for Morale, Welfare, and Recreation (MWR) commercial sponsors.

e. The below requirements are applicable to local contractors and vendors, but not ICs/TRs.

(1) In addition to the documentation required by paragraphs 2-2b and 3-2b, requests for access documents will include an excerpt of the contract. The excerpt must include the effective dates of the contract, the statement of work, and locations the contractor is required to provide services.

(2) Agencies empowered to award contracts will not specify the number and type of access documents in the contract without prior coordination/approval by the appropriate approving authority.

(3) Agencies empowered to award contracts will include a contract clause which states final payment will not be rendered by the Government until all access documents have been returned to the U.S. Government.

USFK Reg 190-7

(4) In order to ensure contractors receive access documents in time to provide the required services to the command, the requesting authority may/should submit access requests after the final award date, but prior to the effective date of the contract. In order to allow for processing, requesting activities should submit document requests 30 calendar days prior to the contractor starting work. However, access will not be authorized prior to the effective date of the contract.

(5) Access for contractors and vendors will be limited to minimal number of installations, days of the week and hours necessary to provide the required contractual services. Except in the case of mission essential contractors, FPCON access will be limited to Alpha/Bravo. Mission essential contractors may receive FPCON access through Delta.

4-8. DISTINGUISHED GUESTS.

a. These specific procedures apply to ROK national governmental and third country (not listed in Chapter 6, Designated Country Personnel (DCP)) governmental officials at the vice minister/ deputy ambassador (and above) level, who require regular access to USFK installations. Access documents are issued to distinguished guests for the purpose of political and emissarial exchanges with U.S. military representatives on USFK installations.

b. USFK Reg 1-23 governs administrative requirements for categories of personnel categorized as "distinguished visitors". However, this category is not synonymous with the USFK Reg 190-7 category of "distinguished guest". USFK Reg 190-7 category of "distinguished guest" is much narrower than the USFK Reg 1-23 "distinguished visitor". Individuals defined as "distinguished visitors" may qualify for DOD ID card or may receive a USFK Form 37EK (auto) under other established categories of persons in USFK Reg 190-7. For example, ROK General and Flag Officers will receive a "ROK Military" USFK Form 37EK (auto).

c. Additional Individual Access Guidance.

(1) Distinguished guests are not eligible for vehicle escort privileges, but if approved may be allowed to escort no more than three persons.

(2) Distinguished guests are eligible for individual access through the appropriate FPCON as determined by the approval authority based on installation mission requirements.

(3) Individual access document requests will comply with general requirements established in paragraph 2-3b with the exception of background checks. Distinguished guests do not require background checks. However, the requesting authority must ensure all requests for third country government officials are for individuals from countries not listed in Chapter 6 as DCP.

d. Additional Vehicle Access Guidance. Requests for vehicle access documents will comply with general requirements established in paragraph 3-2b.

e. Other Specific Guidance. The Assistant Secretary Combined and Joint Staff on behalf of the DCofS will serve as the single sponsoring activity for access documents for distinguished guests.

4-9. ALLIED NATION MILITARY.

a. These specific procedures apply to Non U.S. UNCMAC and Neutral Nations Supervisory Commission members and their command sponsored family members.

b. Additional Individual Access Guidance.

(1) Allied nation military are eligible for a USFK Form 37EK (auto) valid for USFK-Wide access, valid 24 hours a day, seven days a week through FPCON Delta with personnel and vehicle escort privileges.

(2) The UNCMAC will forward requests directly to USFK PM, Security Division for processing. Subsequent to approval and electronic capture of their photograph and DFMD, the individual will receive the pass.

(3) Individual access document requests will comply with general requirements established in paragraph 2-3b with the exception of background checks. Allied nation military do not require background checks.

c. Additional Vehicle Access Guidance.

(1) Allied nation military are eligible for a single USFK-wide vehicle access document.

(2) Requests for vehicle access documents will comply with the general requirements established in paragraph 3-2b.

d. Other Specific Guidance. The UNCMAC Deputy Secretariat will serve as the single requesting authority for all access documents.

4-10. ROK LAW ENFORCEMENT.

a. These specific procedures apply to access document requests for police officers assigned to local KN Police stations and key members of the National Police Agency required to frequently access the installation in the performance of their official duties.

b. Additional Individual Access Guidance.

(1) Rarely do ROK law enforcement officials require access beyond the installation level.

(2) ROK law enforcement officials, if approved, may be allowed to escort up to two persons, but not vehicles.

(3) ROK law enforcement officials are eligible for individual access through the appropriate FPCON as determined by the approval authority based upon installation mission requirements.

(4) Individual access document requests will comply with general requirements established in paragraph 2-3b with the exception of background checks. ROK law enforcement officials do not require background checks.

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c. Additional Vehicle Access Guidance. Requests for vehicle access documents will comply with the general requirements established in paragraph 3-2b.

d. Other Specific Guidance.

(1) The USFK PM will serve as the only requesting authority for access documents for ROK law enforcement at the national level.

(2) The PM or Chief of SF and the Criminal Investigation Division (CID) commander may sponsor requests for installation or area passes.

4-11. GUESTS. Specific procedures by subcategories of individuals are discussed below.

a. ROK and Third Country Government Officials. ROK and third country government officials below the vice minister/deputy ambassador level who require recurring official business access to USFK installations. This category includes central, provincial, and local government officials.

(1) The ROK and third country government officials below the distinguished guest level are also eligible for access documents for the purpose of political and community exchanges with U.S. military representatives on USFK installations.

(2) Individual access document requests and requests for vehicle access documents will comply with general requirements established in paragraph 2-3b and paragraph 3-2b, respectively. In addition, the requesting and approving authority must ensure all requests for third country government officials are for individuals from countries not listed in Chapter 6 as DCP.

(3) Individual and vehicle access is generally limited to a single installation, however, the appropriate approving authority may grant broader access. FPCON level will be determined by the appropriate approval authority based on installation mission requirements. This category of guests, if approved, may escort two persons, but not vehicles.

b. Honorary Club Members.

(1) The honorary club membership program was developed to cultivate working, professional, and personal relationships with KN who support USFK. It is the command's intent to continue to provide access for these honorary club members in order for them to exercise their membership privileges. This regulation does not address nor establish club membership procedures or limitations. Instead it prescribes access document eligibility and access control procedures for this category of individuals.

(2) The ACoS, J1, in his capacity as proponent for the honorary club membership program, is responsible for developing procedures to ensure compliance with all SOFA requirements. This specifically includes, but is not limited to, the 25 June 1981 agreement of the Joint SOFA Committee, which authorized USFK to offer honorary club membership to KN civilians, but limited the total number of membership to the aggregate number of three percent of the total number of the members of U.S. Armed Forces in Korea. The agreement further specifies that Korean civilian memberships are restricted to those officials of the central or local government, officers of corporations, or community leaders who maintain a close cooperative relationship with local USFK installations.

(3) The procedures established by the ACoS, J1, will be promulgated through written policy and include at a minimum the following elements:

(a) A means of calculating the aggregate total eligible for honorary club membership. This must include the capability to adjust the aggregate total on a reoccurring basis.

(b) A mechanism for assigning, adjusting, and communicating quotas to the subordinate organizations to ensure the command as a whole does not exceed the aggregate total. In addition, the ACoS, J1, must inform the USFK PM, Security Division, of the established quotas to allow this office to monitor the number of access documents provided to honorary club members.

(c) Processing procedures for requests for access documents for honorary club members.

(d) Specificity regarding which clubs, if any, is exempt from the quota.

(e) In addition to providing the monthly list of honorary club members to the SOFA Secretariat, the ACoS, J1, will provide a copy to the USFK PM, Security Division.

(4) The USFK Pass and ID Offices will not issue any access documents for new honorary membership applicants, which will cause specific installation commanders to exceed their authorized aggregate of honorary members.

(5) Considering the SOFA mandated limitations on this category of individuals, requesting authority should consider other categories of access documents for which the individual may qualify.

(6) Individual access document requests and requests for vehicle access documents will comply with general requirements established in paragraph 2-3b and paragraph 3-2b, respectively.

(7) Access documents will only be issued to club members, and not spouses/family members or chauffeurs unless they are a club member in their own right. Additional, individual access limitations include--

USFK Reg 190-7

(a) Access only to the installation of the club to which the individual is a member.

(b) Days and hours that the club is open for business.

(c) Appropriate FPCON level as determined by the approval authority based on installation mission and/or alliance maintenance requirements.

(d) No vehicle escort privileges.

(e) Personnel escort privileges may be approved, but are limited to three persons.

(8) Honorary club membership does not automatically qualify the individual for issuance of vehicle access documents. Requests for these documents will comply with the general requirements of paragraph 3-2b.

(9) The installation Director of Community Activities or equivalent will serve as the sponsoring activity. Requesting and approving authority procedures will follow guidelines as established in Chapter 2 under Requesting and Approval Procedures.

c. Community Service and Private Organizations. Members of community service organizations, bona fide private organizations, and community service volunteers.

(1) Individuals who provide significant service to the community through their involvement with private organizations or community service organizations are eligible for access documents.

(2) Requesting and approving authority procedures will follow guidelines as established in Chapter 2 under Requesting and Approval Procedures.

(3) In order for members of a private organization to receive access documents, the private organization must be chartered IAW appropriate service regulation and installation policy.

(4) Individual access document requests and requests for vehicle access documents will comply with general requirements established in paragraph 2-3b and paragraph 3-2b, respectively.

(5) Additional individual access limitations include--

(a) Access only to the installation where the individual provides his service.

(b) Appropriate FPCON level as determined by the approval authority based on installation mission and/or alliance maintenance requirements.

(c) No vehicle escort privileges.

(d) Personnel escort privileges may be approved but limited to two people.

d. Union Leaders, National Pension Agents. National level Union Leaders, National Pension Agents, and Korean Group Retirement Fund Agents.

(1) The Eighth U.S. Army Deputy ACoS, G1, will serve as the sponsoring activity for access requests for these individuals and J1 will serve as the requesting organization. Area commander will serve as the approving authority.

(2) Individual access document requests and requests for vehicle access documents will comply with general requirements established in paragraph 2-3b and paragraph 3-2b, respectively.

(3) Additional individual access limitations include--

(a) Access to the minimal number of installations required to accomplish their official functions.

(b) Days and hours of access will be Monday through Friday, 0700-1700.

(c) No vehicle escort privileges.

(d) No personnel escort privileges except for national level union leaders. National level union leaders are eligible for personnel escort privileges but are limited to two persons.

e. Commercial Life Insurance and Mutual Fund Agents (CLI&MF).

(1) CLI&MF agents will be sponsored by the Installation Solicitation Office (ISO) acting as the sponsoring authority for installation access documents. Access documents will be requested and approved using the same procedures as stated in paragraph 2-3b and 2-3c.

(2) Individual access document requests and requests for vehicle access documents will comply with general requirements established in paragraph 2-3b and paragraph 3-2b respectively.

(3) Additional individual access limitations include--

(a) Access to the minimal number of installations required to accomplish their official functions.

(b) Days and hours of access will be Monday through Friday, 0700-1700.

(c) Appropriate FPCON level as determined by the approval authority based on installation mission and/or alliance maintenance requirements.

(d) No personnel or vehicle escort privileges.

f. TDY/TAD or Travel Personnel.

(1) General Provisions.

(a) Pass and ID Offices will not issue DD Form 2220s to these individuals. However, they may use USFK Form 192EK for rental vehicle access if they have a DOD ID card or if the approving authority grants vehicle escort privileges on their USFK Form 37EK (auto).

USFK Reg 190-7

(b) Staff/organizations hosting visiting personnel on official travel will refer to USFK Reg 1-40 for appropriate guidance.

(c) Staff/Organizations hosting visiting personnel on official travel should advise the parent command to issue a DOD ID prior to departing home base, if possible.

(2) DOD personnel with a DOD ID. These personnel may use their DOD ID card to access USFK installations. However, unless these personnel inprocess through a servicing Pass and ID Office, they can not exercise their personnel or vehicle escort privileges. Hence, TDY/TAD personnel with rental vehicles will not be able to sign on the vehicle through a visitor's center unless they have registered in BIDS.

(3) DOD personnel without a DOD ID card.

(a) Individuals TDY/TAD to the command for 30 days or more may be eligible for a DOD ID card for personnel working overseas. Requesting authorities should check with the appropriate component personnel command prior to submitting request for USFK access documents.

(b) Pursuant to paragraph 2-1, memorandums, travel orders, etc., are not authorized access documents. Security personnel will not grant access based on these documents.

(c) The individual must either be signed on to the installation by a person with personnel escort privileges (IAW paragraph 2-4) or obtain a USFK Form 37EK (auto).

(d) In order for personnel TDY/TAD to USFK without a DOD ID card and requiring access to obtain a USFK Form 37EK, a requesting authority must submit a request to the appropriate approval authority. The request must include a copy of the theater clearance memorandum, a completed USFK Form 82-E, and a copy of the travel orders. Unless requested, the applicant will not receive personnel or vehicle access privileges. These individuals do not require background checks and can receive a USFK Form 37EK (auto) valid for a period not greater than 179 days.

(e) The MWR entertainers form a particular subset of this category. The USFK PM, Access Control, will process all requests for USFK Form 37EK (auto) for these personnel.

4-12. PERSONAL HIRES.

a. These specific procedures apply to personal hire employees who work for residents of USFK installations and units/organizations. It includes nannies, maids, gardeners, etc.

b. Additional Individual Access Guidance.

(1) Personal Hires are individually sponsored by active duty military members or GS employees residing on the installation or units/organizations and submitted through unit commanders to the Deputy Support Group Commander who can be the requestor if the unit commander is not an O-6. Unit commanders will serve as the requesting authority for unit personal hires.

(2) Additional individual access limitations include--

(a) Access only to the installation where the individual provides his service.

(b) Appropriate FPCON level as determined by the approval authority based on installation mission and/or alliance maintenance requirements.

(c) No vehicle escort privileges.

(d) No personnel escort privileges.

(3) Given personal hires are personally sponsored, individual access documents will expire concurrently with the sponsor's departure or one year, whichever is shorter.

(4) All personnel are required to outprocess the servicing Pass and ID section, but given this personal sponsorship, it is imperative these sponsors clear the Pass and ID section to remove this personal hire(s) from their records.

(5) Sponsorship will be limited to a maximum of two personal hires per sponsor or four personal hires that work directly for the military unit.

c. Additional Vehicle Access Guidance. Personal hires will not receive vehicle access documents.

4-13. VISITORS.

a. Immediate family members visiting personnel assigned to and residing on USFK installations are eligible to receive individual access documents. This individual access is granted for the purpose of staying with the DOD ID cardholder during the visit.

b. The active duty military or GS employee residing on the installation, not their dependents, personally sponsors this category of individuals.

c. In order to obtain the individual access documents, the sponsor must submit a request to the appropriate approval authority for consideration. The request must provide the information and include the items listed below.

(1) The family member's--

(a) Name.

(b) SSN or KID number.

(c) Issuing nation of the passport and the passport number.

(d) Relationship.

(2) Dates of visit.

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(3) Address and phone number during the visit.

(4) Include a copy of the passport or KID.

(5) A completed USFK Form 82-E signed by the active duty military or GS employee as the sponsoring official.

d. If approved the visitor may receive installation access seven days a week, 24 hours a day, through FPCON Delta.

e. Access documents for visitors are limited to--

(1) A maximum of 30 days per visit.

(2) No more than five visits per year.

(3) Will not exceed a cumulative total of 60 days during the calendar year.

f. These individuals are also not eligible for vehicle or personnel escort privileges.

4-14. MILITARY RETIREES OR THEIR SURVIVING SPOUSES.

a. Military retirees and their qualified dependents and widows or widowers of military retirees (who have not remarried) may use their DOD ID card to access USFK installations.

b. Additionally, approval authorities may authorize retirees and surviving spouses who are not dual status (GS employees) vehicle access documents for a single POV. Retirees must submit a request and include copies of the following documents:

(1) The retiree's DD Form 2.

(2) A valid vehicle registration in the name of the applicant.

(3) A valid vehicle operator's license, ROK or USFK as appropriate, per USFK Reg 190-1.

(4) A copy of a valid insurance policy, IAW USFK Reg 190-1.

(5) A copy of the current safety inspection certificate.

(6) A copy of his or her ration control plate.

(7) A copy of his or her passport reflecting an up to date VISA legalizing their presence in Korea.

(8) A copy of a completed USFK Form 195.

c. If approved the Pass and ID Office will affix the DD Form 2220 and appropriate installation tab. These items are required for vehicle access and not the "R" sticker. The USFK PM does not control the "R" sticker and this regulation does not address its intended purpose. But it does not denote USFK-Wide access. Security personnel will confiscate DD Form 2220s from vehicles which do not have an installation tab above the decal.

d. In line with the intent to allow only one POV per family, only the retiree or surviving spouse and not the dependent may register a vehicle.

4-15. PREPOSITIONED MEMORANDUMS.

a. As stated in paragraph 2-1 memorandums will not permit access. However, under the conditions listed below, approval authorities may use prepositioned memorandums to grant increased personnel escort privileges beyond the limits established in paragraph 2-2 and 4-6.

(1) One time, large event, prepositioned memorandums to allow DOD ID cardholders and DOS U.S. employees and family members to escort more than four nonaffiliated personnel to events such as a party or wedding.

(2) Church attendance prepositioned memorandums to allow DOD ID cardholders to escort more than four nonaffiliated persons to on-base religious activities.

(3) Education attendance prepositioned memorandums to allow DOD ID cardholders to escort more than four nonaffiliated persons attending Department of Defense Dependents Schools (DoDDS) or collegiate courses hosted by the installation education offices.

b. The requesting authority and the escorted person will comply with all requirements established in paragraph 2-4.

c. In order to obtain the extended privileges, the requesting authority will submit a request to the servicing Pass and ID Office. The memorandum must include the information listed below.

(1) Name of individual's desiring access.

(2) KID, SSN, or equivalent.

(3) Address and home phone number for the individual(s) desiring access.

(4) Date(s), time and location of the event.

(5) The single point of entry/exit onto the installation. This must be a gate identified by the installation commander as a visitor's center.

(6) The location and telephone number of the point of contact and where he may be reached while the individuals are on the installation.

d. If the approval authority approves, the servicing Pass and ID Office will process and place a copy of the memorandum at the visitor's center and provide a copy to the individual.

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e. Approval authorities will not allow access for DCPs through a prepositioned memo without an exception to policy signed by the DCofS USFK, IAW the provisions of Chapter 6.

4-16. INTERIM PASSES.

a. An approving authority may authorize issuance of an interim pass if the individual is still pending a background check.

b. Given KNP records checks often take in excess of 60 days, the servicing Pass and ID Office may issue interim passes as a temporary measure (not to exceed FPCON Bravo). Initial period of issue for an interim pass is up to 120 days. If the KNP records check is not received within this period, the servicing Pass and ID Office may issue a second interim pass with an expiration of 60 days, but must verify the status of the KNP records check with the USFK PM, Security Division, Access Control Section prior to issuance.

c. Other limitations on interim passes vary depending on whether the request is for an initial issue or a renewal.

(1) If the pass is an initial issue (individual does not currently have a pass)--

(a) Pass and ID Offices may not issue vehicle access documents to the individual.

(b) For USFK wide pass requests, the USFK PM will not issue Eighth U.S. Army or USFK-Wide interim access documents. However, they may issue a local installation or area interim pass with no escort authority for FPCON A or B access after the PMO background check is complete. After all checks are complete they may receive their permanent pass.

(c) For installation/area passes, personnel approved for FPCON C or D access may be issued an interim area or installation pass up to FPCON B with no escort authority after the PMO background check is complete. After all checks are complete they may receive their permanent pass.

(2) If the pass is a renewal--

(a) Pass and ID Offices may issue vehicle access documents for a time period equal to that of the interim pass.

(b) The USFK PM may issue Eighth U.S. Army or USFK-Wide interim access documents. However, the individual's current pass must allow for this level of access.

4-17. CHAUFFEURS.

a. Most chauffeurs of visitors in non SOFA registered vehicles who enter or exit an installation for the sole purpose of transporting authorized personnel will be logged in and out as escorted persons IAW paragraph 2-4.

b. The approving authority may approve individual access documents (in their own right) for chauffeurs of USFK Regulation defined "distinguished guests". (See paragraph 4-8.) However, the servicing Pass and ID Office will state in the remarks section of the USFK Form 37EK (auto) with the words "Valid for chauffeuring of (name) only". Under no circumstances will a chauffeur receive escort privileges.

c. These chauffeurs are not exempt from the background check.

4-18. INDIVIDUALS WITH DEROGATORY INFORMATION. Approving authorities may disapprove access document requests for individuals whose background check reveals derogatory information or for individuals who failed to report infractions as required by 2-3b(3)(b).

4-19. UNESCORTED ACCESS FOR OFFICIAL FUNCTIONS.

a. As stated in paragraph 2-1, memorandums will not permit access. However under the conditions listed below, approving authorities may grant unescorted access to nonaffiliated personnel for official functions under the conditions listed below.

b. Requesting authorities must submit a written request through the servicing Pass and ID Office to the area commander. The request must include the following information:

(1) Name of individual(s) desiring access.

(2) KID, SSN, or equivalent.

(3) Address and phone number for the individual/s desiring access.

(4) Date, time and location of the event.

(5) The single point of entry/exit onto the installation. This must be a gate identified by the installation commander as a visitor's center.

(6) The location and telephone number of the point of contact and where he may be reached while the individuals are on the installation.

(7) If the requesting authority desires vehicle access for non SOFA status vehicles, the request must also list the, driver's license number, color, make/model, year, and license number of each vehicle.

c. An official function is defined as an event hosted by a senior leader in his official capacity such as a change of command.

d. If approved, the Pass and ID Office will provide a copy to the requesting authority and place a copy at the entry control point. The requesting authority will place a member of his staff at the gate to ensure smooth access for the invited dignitaries and provide a strip map of the most direct route to and from the event.

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e. Given that these individuals do not undergo a background check and are not escorted onto the installation, approving authorities will strictly control this mechanism and it will not be used for reoccurring events like a Sunday Brunch at the club.

CHAPTER 5

BARMENT

5-1. BAR AUTHORITY.

a. Area and installation commanders have the inherent authority to deny or limit an individual's access to the area/installation that the commander specifically commands.

b. Additionally, the Commander, USFK, has delegated barment authority to the USFK DCofS for all USFK-Wide barments.

5-2. DELEGATION OF AUTHORITY. The authority to sign bar letters may be delegated only as follows:

a. By general officers to their deputy commanders or CofS.

b. By installation commanders in the grade of O6 to an individual who is designated as, and actually performing duty as, a deputy commander.

c. By an officer who assumes command in the absence of the area/installation commander IAW applicable military service regulations.

5-3. PROCEDURES.

a. An area/installation commander may deny an individual access for involvement in the commission of a criminal offense, when access is inconsistent with the interests of national security, or access adversely affects the health, safety, or morale of personnel on that installation.

b. A commander's decision to bar must be based upon investigative evidence, documented facts, and the written coordination of the servicing judge advocate's office or Staff Judge Advocate (SJA) representative when deciding if an incident is serious enough to warrant a bar.

(1) Coordination and other documentation leading to the bar decision will be maintained as a part of the official bar file.

(2) Commanders may consider alternatives to an installation bar to restrict access to installation facilities (e.g., commissary, post exchange and class VI).

(3) Actions against civilian employees should also be coordinated through the servicing civilian personnel advisory center or civilian personnel flight, coordination will be made a part of the official file.

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c. For offenses other than blackmarketing or commercial solicitation violations, commanders who approve an installation or area barment will forward a complete copy of the approved barment packet to the USFK PM, Security Division, for consideration of an USFK-Wide barment and registration of the barment in BIDS. If the commander endorses a USFK-Wide barment, he/she will submit a formal request through the USFK PM, Security Division, to the DCofS.

d. The Commander, USFK, has decided that those individuals on whom an area or installation commander has limited or denied access based upon the commission of black marketing offenses or commercial solicitation violations shall be automatically barred from all USFK areas and installations (except the specific area and installations to which the individual is assigned or employed). The area or installation commander will provide a complete copy of the approved barment packet on individuals so barred to the USFK PM for incorporation into the consolidated bar roster and registration of the barment in BIDS.

e. On rare occasions, installation commanders may impose limited bars on individuals that do not restrict access under certain circumstances, such as allowing access to places of duty. In these situations, the commander must concurrently consider revoking the individual's vehicle registration privileges and driving privileges. In cases of total barment, vehicle registration rights are automatically revoked, but failure to specify this action for a limited bar will require the commander to make a determination each time the individual registers the vehicle.

5-4. DISPOSITION. One copy of the bar action, along with all supporting enclosures, will be provided to the local servicing law enforcement agency. Bar actions will be maintained on file for one year after the bar letter expires, or as directed by military service directives, whichever is longer.

5-5. LEGAL ENTITLEMENT.

a. Subject to the provisions below, active duty members and civilian employees may not be completely barred from the installation or facility to which they are assigned, employed, or must enter on official job-related business. Active duty member or civilian employee access to areas within that installation or facility may be limited or restricted where no employment-related access needs exist. Furthermore, they may be barred from other installations or facilities, as appropriate. For purposes of this paragraph, "active duty members" include reserve military personnel on active duty and assigned for duty to USFK installations and "civilian employees" include both U.S. (Appropriated and NAF) and KN (Appropriated and NAF, to include U.S. invited contractor employees). All other personnel including government contractors may be barred from any installation or facility as necessary.

b. Notwithstanding paragraph 5-5a, civilian employees may be completely barred from the installation or facility to which they are assigned or employed--

(1) If the barment authority determines that, based on the nature of the misconduct, a civilian employee is a serious threat to the health, safety, or security of the installation or facility, (e.g., bringing a weapon onto the installation, stealing classified documents, threatening bodily

harm or destruction of government property) the employee's immediate supervisor will be contacted to place the employee on enforced leave with intent to take removal action. After the employee is placed on enforced leave, the installation commander may completely bar the individual from the installation or facility.

(2) If a barment authority, in a very unusual case, determines that a civilian employee poses a serious and imminent threat to the health, safety, or security of the installation or facility, he may take immediate action. This action may include a temporary barment to remove the employee from the installation or facility. In such cases, the barment authority will coordinate with the servicing civilian personnel advisory center or civilian personnel flight and the employee's supervisory chain as soon as practical thereafter for a permanent and/or complete barment of the employee, if necessary.

c. Active duty and retired military, DOD civilians, and their family members may be entitled to have access to medical and dental facilities or other legal rights. Thus, if persons with these legal rights are barred from installations or facilities, specific provisions for limited access for the continued exercise of these legal rights must be offered and explained in detail within the barment letter. Some examples of these provisions include a required single entry and exit point at the installation or a requirement of prior notice to the installation commander for official escort, etc.

5-6. BAR ROSTERS.

a. The USFK, PM, will provide a monthly consolidated bar roster of individuals barred throughout USFK to Pass and ID Offices. The Pass and ID Offices will ensure distribution of the consolidated bar roster to all law enforcement desks and visitor centers. Security personnel at these locations will use the barment rosters to ensure that unauthorized personnel are not allowed access as "escorted persons" and if applicable charged with trespassing if entry is illegally gained. On installations equipped with BIDS this is accomplished electronically through the database. However, installations without BIDS will remain dependent on paper copies.

b. Area and installation commanders will publish a roster of individuals barred within their area of jurisdiction and provide the roster to the USFK PM, Security Division, on a monthly basis.

5-7. REINSTATEMENT.

a. If requested by the individual barred, bar actions can be reviewed every two years by the installation commander or his designee for possible reinstatement of access privileges. Also, any person barred may request reinstatement as indicated in the bar letter. The area/installation commander is the final authority for rescinding or reinstating actions.

b. If the area/installation commander decides to rescind the bar, the affected person, and also other agencies previously informed of the bar action, will be provided a copy of the bilingual (English and Hangul) letter rescinding the bar.

c. Rescinding a bar does not automatically authorize installation access. Individuals must reapply for installation access based upon a continuing official requirement. The requesting authority will present a copy of the rescission letter at the time of application.

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5-8. APPEAL PROCESS.

a. Bar actions are administrative actions and not judicial. Accordingly, they are not subjected to regulatory or statutory rights for appeal. The USFK-wide, installation and area level bars are not subject to appeal unless specifically provided by the imposing commander.

b. Commanders empowered to impose bar actions have the authority and latitude to establish procedures concerning locally imposed bar actions and appeal processes for those bar actions. Any and/or all appeal processes will be stated in the bar letter.

c. See paragraph 5-7, "Reinstatement", regarding relief provisions from bar actions.

d. Even though there is no regulatory or statutory right for an appeal, individuals may submit matters of reconsideration to the imposing commander, who may reconsider these matters, especially in instances of administrative error or mistaken identity.

(1) If the installation or area has established appeals processes, individuals seeking reconsideration must submit matters IAW those processes.

(2) Individuals submitting matters of reconsideration for a USFK-wide bar will submit the material to Commander, USFK (FKPM-S), Unit #15237, APO AP 96205-5237. The USFK PM will review these matters and forward these cases, with a recommendation for disposition, to the USFK DCofS.

CHAPTER 6

ACCESS OF DESIGNATED COUNTRY PERSONNEL (DCP) TO USFK INSTALLATIONS

6-1. PURPOSE. To establish policy and procedures for DCP access to USFK installations. Designated Countries are those that have policies, and engage in activities that are contrary to the interests of the U.S. Those countries may be communist controlled, former communist countries, or state sponsors of international terrorism. Designated Countries are broken down as follows:

- a. Designated Countries denied access to USFK installations are those countries that are state sponsors of terrorism. Table 6-1a of this regulation contains a list of these designated countries.
- b. Designated Countries of Counterintelligence Concern are those countries that may be communist controlled or former communist countries. Table 6-1b of this regulation contains a list of these designated countries.

6-2. RESPONSIBILITIES. The following responsibilities are assigned:

- a. The DCofS, USFK, will be the final authority for granting or denying access to DCP.
- b. Area/installation commanders will ensure the procedures listed below are enforced and will develop local written procedures unique to their installations for executing access control of DCP (Table 6-1b). A copy of each installation supplement/policy concerning unique situations will be furnished to the Commander, USFK (FKJ2-IS-C), Unit #15237, APO AP 96205-5237, and to the Commander, USFK (FKPM-S), Unit #15237, APO AP 96205-5237.
- c. The PAO, USFK, will ensure all designated country (Table 6-1b) press personnel wanting access to USFK installations are cleared and remain under the continuous escort of a PAO representative at all times.
- d. Security personnel assigned to each military service component will investigate incidents concerning DCP (Table 6-1b) attempts to obtain classified or unclassified information concerning USFK facilities, activities, personnel, technology, or material through questioning, elicitation, trickery, bribery, threats, coercion, blackmail, photography, observation, collection of documents or material, correspondence, or computer hacking.
- e. The following two tables list the Designated Countries that are denied access to USFK installations, and Designated Countries that are of Counterintelligence Concern. These tables are current as of the date this regulation was published. Area/installation commanders will contact the Commander, USFK (FKJ2-IS-C), Unit #15237, APO AP 96205-5237, regarding any questions concerning these tables.

Table 6-1a. List of Designated Countries Denied Access to USFK Installations		
AFGANISTAN	CUBA	IRAN
IRAQ	LIBYA	NORTH KOREA
PAKISTAN	SUDAN	SYRIA

Table 6-1b. List of Designated Countries of Counterintelligence Concern			
ARMENIA	AZERBAIJAN	BELARUS	
ESTONIA	GEORGIA	INDIA	KAZAKSTAN
KYRGYSTAN	LATVIA	LITHUANIA	MOLDOVA
MONGOLIA	MYANMAR	NIGERIA	
PEOPLE'S REPUBLIC OF CHINA (PRC) (See Note Below)			
RUSSIA	TAIWAN	TAJIKISTAN	TURKMENISTAN
UKRAINE	UZBEKISTAN	VIETNAM	
PRC including the island formerly known as Hong Kong.			

f. Existing policies governing access to USFK installations do not address the potential security problems arising from unrestricted and uncontrolled access by citizens of those countries. Therefore, the access control policy for DCP from countries listed in Table 6-1a will be enforced as follows:

(1) The DCP from countries listed in Table 6-1a will not be granted access to any USFK installation.

(2) No exceptions to policy will be granted for DCP listed in Table 6-1a.

g. The access control policy for DCP from countries listed in Table 6-1b will be enforced as follows:

(1) Anyone who desires official access for personnel from these countries will--

(a) Submit a written request to escort DCP at least 20 working days prior to the visit. An example format is provided at Figure 6-1 of this regulation.

(b) The requestor must forward the request through--

((1)) The installation commander.

((2)) The area commander.

((3)) The USFK J2 (FKJ2-IS-C), Unit #15237, APO AP 96205-5237.

((4)) The USFK PM (FKPM-S), Unit #15237, APO AP 96205-5237.

(2) Each coordination activity will process (as required) and endorse for submission to the DCofS, USFK, for final approval/disapproval.

(3) Any entrance/exit gate identified for access control of DCP will be manned by U.S. personnel of the requesting agency to verify authenticity and/or approval of the visitor's access authorization for the specified period.

(4) Visits to USFK installations will not be authorized prior to 0600 hours and DCP will be escorted off the installation before 2200 hours on the day access was granted. Access will be limited to those areas listed on the access request.

(5) Sponsors will personally escort DCP during the entire period they have access to USFK installations. Installation commanders reserve the right to designate and/or authorize escort personnel. Escort personnel will be U.S. military or DOD civilian, assigned, attached, or employed by a USFK unit, or agency. Any request to deviate from this must be included in the package for approval by the Deputy Chief of Staff.

(6) The DCP (Table 6-1b) are not authorized to visit any restricted areas unless prior coordination and approval has been granted, through the ACoS, J2, by the DCoS, USFK.

(7) If the vehicle entering the installation is not authorized access pursuant to Chapter 3 of this regulation, the sponsor will register at the appropriate gate for a temporary vehicle pass. The USFK Form 192EK will be displayed and accounted for IAW Chapter 3 of this regulation. Unescorted signing in is unauthorized in all cases; prearranged entry by letter is also unauthorized.

(8) Under no circumstances will DCP be issued any type of USFK permanent access documents (pass or vehicle decal). The DCP will be signed onto and off the installation by the escort each and every time access is granted. Any permanent access documents previously issued prior to the publication date of this regulation will be immediately recovered by the sponsor and returned to the issuing agency.

(9) In situations where a DOD ID card holder marries a DCP thus establishing entitlement to a DOD ID card in his or her own right, the military member or DOD civilian is required to submit a request for an exception to policy for full time access for the family member.

h. The only personnel authorized to sponsor a DCP are listed below.

(1) U.S. military and DOD civilians assigned or attached to USFK.

(2) USEMB personnel designated by the Embassy RSO.

(3) Secretary of Combined and Joint Staff.

(4) UNCMAC Secretariat.

i. Any DOD personnel, National Guard or Reserve member, who sponsors a DCP must report this contact IAW service component directives to his or her local military intelligence personnel immediately after such contact.

j. Exceptions to the above policy must be approved by the Commander, USFK (FKJ2-IS-C), Unit #15237, APO AP 96205-5237, and then forwarded to the Office of the Provost Marshal, (FKPM-S), Unit #15237, APO AP 96205-5237, for final review.

APPROPRIATE LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM THRU

Appropriate Installation Commander

Appropriate Area Commander

Assistant Chief of Staff, J2 (FKJ2-IS-C), Unit #15237, APO AP 96205-5237

USFK Provost Marshal (FKPM-S), Unit #15237, APO AP 96205-5237

FOR USFK Deputy Chief of Staff

SUBJECT: Installation Access for Designated Country Personnel

1. IAW Chapter 6, USFK Regulation 190-7, I am submitting this request to escort designated country personnel (DCP) from a country listed in Table 6-1b onto a USFK installation. Below I have provided the required information.

2. My (sponsor's) information:

Name: _____

Grade: _____

SSN: _____

Employment/Unit: _____

Phone Number: _____

3. DCP's information:

Name: _____

Country: _____

Passport Number: _____

Date and Place of Passport Issue: _____

Employment: _____

Position: _____

Figure 6-1. Format for DCP access request

4. Location and purpose for access:

Installation of Visit: _____
Building to Visit: _____
Duration of Visit (date/time): _____
Reason for Access: _____

5. I make this request to accomplish the official business listed above and understand that I am required to escort the DCP at all times during the visit. Additionally, I have reported this contact to the appropriate intelligence staff as required by service regulations.

Signature Block

Figure 6-1. Format for DCP access request (continued)

CHAPTER 7

PASS AND ID OFFICE PROCEDURES

7-1. GENERAL.

a. Once BIDS is fully implemented only Pass and ID Offices established by Area Commanders, certified by the USFK PM, and equipped with BIDS are authorized to issue access documents. Area commanders or MP/SF will investigate all incidents of issuance of access documents by unauthorized activities or individuals.

b. The Pass and ID Office will serve as the central repository for the access control process and serve as the liaison between the requesting authority and approving authority. This specifically includes the procedures below.

(1) The requesting authority will submit all access document requests to the servicing Pass and ID Office.

(2) Pass and ID Offices will reject any application that does not contain all required documentation.

(3) Pass and ID Offices must specifically validate the date of the last background check IAW paragraph 7-3.

(4) Once the approving authority has approved/disapproved, he will return the request directly to the Pass and ID Office for final action.

(5) Given the possibility of document modification, once the requesting authority submits the application it will be delivered by Pass and ID personnel only.

c. The installation/area PM or Chiefs of SF will appoint in writing a U.S. E6 or GS 7, or above, as the Access Control Officer. The Access Control Officer is responsible for day to day Pass and ID Office operations.

d. The Access Control Officer will assist the area commander with the preparation and publication of area supplemental guidance.

e. Pass and ID Offices will establish SOPs, which ensure compliance with all regulatory requirements and provide operational guidance to organic personnel.

f. The Access Control Officer will immediately report all attempts of bribery to the appropriate MP/SF agency for criminal investigation. Furthermore, Pass and ID Offices will notify the area commander and USFK PM Access Control Section.

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g. Pass and ID Office personnel will not accept gifts of any nature regardless of the value from applicants, requesting authorities or others associated with individuals requesting access documents. All other applicable provisions of the Joint Ethics Regulation will be applied to the giving or acceptance of gifts.

h. Paragraph 2-3a(5) and paragraph 3-2a(10) require individuals whose access documents are lost or stolen to report the loss or theft to a MP or SF station. Upon report of the loss/theft, MP/SF personnel will--

(1) Issue documentation stating that the individual has reported the loss/theft. The individual will use this document to verify the report and request reissue.

(2) Investigate losses/thefts that appear suspicious.

(3) Forward a copy of the receipt to the servicing Pass and ID Office, which will--

(a) Invalidate lost/stolen USFK Form 37EK (auto) in BIDS.

(b) Submit a quarterly listing of all lost individual or vehicle access documents to the USFK PM, Security Division.

i. Pass and ID Offices will ensure all approved barment packets are forwarded to USFK PM, Security Division, for registration in BIDS.

j. Area PM or Chiefs of SF will provide a copy of the investigation into any allegations of misconduct by Pass and ID personnel to the USFK PM, Security Division.

7-2. ACCESS DOCUMENTS.

a. Pass and ID personnel will affix all vehicle access documents to the individual's vehicle. Additionally, all DD Form 2220s from former assignments will be removed.

b. Pass and ID personnel will comply with all requirements in the BIDS SOP established by the USFK PM, Security Division. The two most important requirements are--

(1) Prior to issuance of any access documents, Pass and ID personnel will ensure that all required elements of individual information are entered into BIDS.

(2) Prior to issuance of personnel access documents, Pass and ID personnel will complete a fingerprint data comparison, name comparison, and KID comparison to ensure only one USFK Form 37EK (auto) is issued to each approved individual.

(3) After the USFK Form 37EK (auto) is created, Pass and ID personnel will "swipe" the card to verify it is operational.

c. Prior to issuing SOFA license plates, Pass and ID personnel will enroll/inprocess the individual in BIDS.

d. The USFK PM, Security Division will procure all access documents for servicing Pass and ID Offices. To assist in this process, Pass and ID Offices will submit an annual requirements forecast NLT the first duty day of July each year. This forecast must include the number of DD Form 2220s, safety decals, and number and type of installation tabs required for the next year's operation.

e. Concurrently with the fielding of this regulation, USFK has redesigned safety decals and installation tabs. Additionally, this regulation supercedes the use of FPCON backdrops. These changes mandate that renewals will require a new DD Form 2220. Once the new, more secure installation tabs are affixed, Pass and ID Offices may reuse the DD Form 2220 on the same vehicle until it becomes unserviceable.

f. Pass and ID Offices will control and account for access documents through strict records management. These records will be retained on file for five years. Specifically, Pass and ID Office will use the following procedures:

(1) All access documents including laminate (with USFK seal), when not under visual observation by an authorized person, will be secured in a steel filing cabinet having a built-in, Government Accounting Office approved, three-position combination safe lock; a field safe having a built-in, Government Accounting Office approved, three-position safe lock; or a filing cabinet secured to a permanent structure with drawer security bar and American Series 5200 padlock.

(2) The Access Control Officer will control access to the storage container.

(3) The Access Control Officer will designate, in writing, personnel allowed access to blank access documents.

(4) A monthly serial-numbered inventory of all unissued access documents will be conducted by a disinterested individual, in the grade of E7 or above. The same person will not conduct inventories consecutively. The access control officer will maintain a copy of the inventory on file for one year and will forward a copy to the USFK PM, Security Division.

(5) Losses or theft of access documents, including laminate (with USFK seal) from a Pass and ID Office will be investigated and reported, in writing, through local MP or SF channels to the office of the USFK Provost Marshal (FKPM-S), Unit #15237, APO AP 96205-5237. Corrective actions relative to the loss and/or discrepancies will be addressed.

g. Voided, excess, or outdated ID documents will be destroyed by shredding and/or burning. A disinterested U.S. military individual, in the grade of E7 or above, will witness the destruction. As a minimum, the destruction of ID documents will be logged with the following information:

(1) The documents listed in serial number order.

(2) The signature and signature block of the individual destroying the documents.

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(3) The signature and signature block of the disinterested individual witnessing the destruction.

(4) The statement "I have conducted a serial numbered inventory of the above items and witnessed their destruction. Discrepancies were/were not uncovered. Discovered discrepancies were reported to _____.

(5) The destruction document will be maintained on file for one year from the date of destruction.

h. Pass and ID Offices will only issue access documents within their area of responsibility. For example, Yongsan will not issue a tab for Osan. Conversely, USFK PM, Security Division, will only issue vehicle tabs for installations/area within the span of control of the Pass and ID Office.

7-3. BACKGROUND CHECKS.

a. All applicants for a USFK Form 37EK (auto) are required to undergo a background check. Normal background checks consist of two separate actions; a USFK Criminal Records Check and a KN Police Agency records check. However, personnel who require FPCON C or D level access must undergo an additional background check through the U.S. Embassy.

b. Background checks are normally valid for five years as long as the applicant has maintained a continuous relationship with the sponsoring organization. Continuous relationship is defined as without a break in the official relationship and authorized access longer than 30 calendar days.

c. In the case of KGS employees, the Korean Service Corps, and civilians employed by the ROK military (directly assigned or attached to HQ, CFC), some applicants receive passes valid for three years. Renewal of the pass granting access through the sixth year without updating the background check is authorized.

d. The background checks process consists of the procedures listed below.

(1) Upon receipt of the application packet, the Pass and ID Office will use internal file copies of background checks or USFK Form 82-Es validated when the last pass was issued.

(a) If the background check was completed in the last five years:

((1)) The Pass and ID office records the background check on the USFK Form 82-E and stamps the card.

((2)) Forward the request with a disposition recommendation to the approving authority.

(b) If the background check was not completed in the last five years or in the case of a new application--

((1)) The Pass and ID Office will forward the necessary paperwork to Commander, USFK, (FKPM Security Division, Access Control), Unit #15237, APO AP 96205-5237, to initiate a new background check.

((2)) If immediate access is required, Pass and ID Offices will concurrently forward the access document request with a disposition recommendation to the approving authority. The disposition recommendation should state that an interim pass is required if the pass is approved.

(4) Depending on the results of the background check, the Pass and ID Office will follow one of the procedures below.

(a) If the results reveal no derogatory information and the application has not been considered by the approving authority, the Pass and ID Office will--

((1)) Record the background check information on the USFK Form 82-E including an official stamp.

((2)) Forward the packet to the approving authority for consideration.

(b) If the results reveal no derogatory information and the approving authority has approved the request previously for interim pass purposes, the Pass and ID Office will--

((1)) Record the background check information on the USFK Form 82-E including an official stamp.

((2)) Automatically issue an official pass.

(c) If the results reveal derogatory information and the application has not been considered by the approving authority, the Pass and ID Office will--

((1)) Record the background check information on the USFK Form 82-E including an official stamp.

((2)) Contact the requesting authority to confirm he still desires a pass for this individual. If the requesting authority wants to continue, forward the request to the approving authority for consideration.

(d) If the results reveal derogatory information and the approving authority has approved the request for the purposes of an interim pass, the Pass and ID Office will--

((1)) Record the background check information on the USFK Form 82-E including an official stamp.

((2)) Contact the requesting authority to confirm he still desires a pass for this individual. If the requesting authority wants to continue, Pass and ID Offices must send the packet to the request to the approving authority for reconsideration in light of the derogatory information.

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e. The Pass and ID Office will serve as the office of record for this information except in the case of employees. For employees, the Pass and ID Offices will forward the original to the servicing civilian personnel agency or flight, but retain a copy for the applicant's pass file.

f. Additionally, Pass and ID Offices will record the date of the background check in the remarks section on the back of the USFK Form 37EK (auto). This will assist individuals and requesting authority as they determine the required documentation for the pass application.

g. If an approving authority approves access for an individual whose background investigations revealed a conviction of a felony offense (sentenced to one year or more in jail) Pass and ID Offices will notify the USFK PM (FKPM-S), Unit #15237, APO AP 96205-5237.

7-4. GATE PROCEDURES.

a. Security personnel performing entry control procedures are critical to the command's access control program. Failure to perform, dereliction of duty or misconduct by these personnel will not be tolerated. The PMs and Chiefs of SF will take corrective actions in all incidents of this nature. If the incident involves a direct hire or contract security guard other actions are mandated. Specifically--

(1) Surveillance Inspectors will complete a command discrepancy report for all contract guard deficiencies and forward these reports through the Senior Surveillance Inspector to the Contracting Officer Representative.

(2) The Area PM will coordinate with the servicing Civilian Personnel Advisory Center (CPAC) for appropriate civilian personnel actions against direct hire guards. Notice of the corrective action revealing coordination with the CPAC will be forwarded to the USFK PM (FKPM-S), Unit #15237, APO AP 96205-5237.

b. Security personnel are required to conduct a 100% hands-on ID card check for all personnel entering USFK installations even at FPCON Normal. Hands-on is defined as physically inspecting the front and back of the access document, outside of any container such as a wallet. The PMs and Chiefs of SF must conduct training of all entry control personnel to ensure they are capable of identifying potential forgeries. At installations equipped with BIDS gate terminals, guards will use the ID card scanner to verify questionable ID cards.

c. Additionally, Area PMs and Chiefs of SF will publish the frequency that security personnel will use the BIDS gate terminals to verify all ID cards. This can be randomly, i.e., every 10th person between 0600-1000 or may be every person who enters the gate.

d. Security personnel will detain until appropriate police authorities arrive those personnel attempting to enter the installation without access documents, forged documents, or who refuse to present access documents for an ID card scan.

e. If authorized by the PM or Chief of SF, entry control personnel may grant access to individuals who possess a valid DOD ID card, but are not enrolled in BIDS. An ID card scan will provide a photograph for comparison, but not fingerprint data. Normally, these personnel are normally TDY/TAD or new arrivals. Area PMs and Chiefs of SF will prepare handouts to present to these personnel to explain their responsibility to enroll in BIDS.

f. However, visitor centers will not allow DOD ID cardholders who are not enrolled in BIDS to escort persons onto the installation. Area PMs and Chiefs of SF will prepare handouts to present to these personnel to explain their responsibility to enroll in BIDS.

g. Visitor centers personnel will comply with identification verification and exchange requirements established in paragraph 2-4l and 2-4m and complete the procedures listed below prior to granting access for an escorted person.

(1) Visitor center personnel will check the escorted person's name and/or KID against the BIDS database to ensure the individual is not barred from USFK installations.

(2) Pass and ID Offices will continue to use the current paper copy, USFK Form 37EK for the ID exchange for escorted personnel at visitor centers. However, the form will be modified to add a large, black "V" in the photo section and the remarks section must state "The recipient of this pass must be escorted at all times by an authorized person. Failure to comply may be considered trespassing or illegal entry."

(a) Personnel may not use these modified USFK Form 37EK (auto) to gain access to an installation. Instead, they are used if stopped by security personnel to denote that the individual "signed on" through a visitor center.

(b) Access control personnel at every shift change will inventory these forms and report discrepancies to the Pass and ID Office during normal operating hours or the law enforcement desk during nonduty hours. Discrepancies will be investigated for resolution.

h. Area PMs will ensure that installations without BIDS will use the USFK Form 24 (Register (Vehicle, Serial Numbered Item, Visitor)) to log visitors through the visitor centers. Additionally, Area PMs and Chiefs of SF must continue to maintain a backup paper copy system for logging escorted persons through visitor centers at installations with BIDS. This contingency is required in the event of the loss of power or connectivity to the BIDS server.

i. Area PMs and Chiefs of SF will ensure that all the operational capabilities of BIDS gate terminals are verified during each shift. Patrol supervisors or duty officers will normally accomplish this task. Nonoperational equipment will be reported to the USFK PM, Security Division (during duty hours) or to Joint Police Information Center (JPIC) during nonduty hours.

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j. Entry control personnel will not grant access to personnel with expired or unserviceable individual or vehicle accesses documents. In fact, they will confiscate the access document. This includes DOD ID cards. Area PMs and Chiefs of SF will establish a receipt procedure for the individual and establish procedures to ensure these documents are turned in to the appropriate authorities. Entry control personnel will not grant access based on the established receipt. It is the individual's responsibility to ensure his ID card is current and should work with the chain of command or sponsoring organization to gain access.

k. Entry control personnel will not grant access to individuals possessing a receipt for lost or stolen ID card. The individual should work with the chain of command or sponsoring organization to gain access until he or she receives his or her new access document.

l. Security personnel will confiscate all vehicle access documents that are expired or not securely affixed to the windshield. Additionally, they will confiscate DD Form 2220s from vehicles that do not display an installation or area tab.

m. An "R" sticker is not an installation or area tab. It does not entitle the owner access to any installation. Security personnel will confiscate DD Form 2220s from vehicle owners displaying an "R" and not an installation tab.

n. Area PMs and Chiefs of SF will ensure that visitor centers are manned by senior, more experienced and competent personnel. Use of a PVT KATUSA for this function is unacceptable.

o. Area PMs and Chiefs of SF will establish explicit guard orders for all entry control points. If the post is manned by KN employees, the guard orders must be bilingual.

CHAPTER 8

INSTALLATION SECURITY POLICY

8-1. PERSONAL SEARCH. Installation commanders will establish policies governing the search of persons and their possessions upon entry or departure from installations or facilities IAW applicable military service directives. Searches will be accomplished while on government property as a matter of routine to enhance force protection measures. A sign giving notice of search authority will be posted in both English and Hangul at each entrance to USFK installations or facilities. The signs will be posted and visible from a minimum distance of 50 feet and will contain the information shown in appendix D of this regulation. Any variation from this requirement must first be approved by the Commander, USFK (FKPM-S), Unit #15237, APO AP 96205-5237. Installation search procedures will be coordinated with the local SJA.

8-2. COUNTERFEIT CONTROL PROCEDURES.

a. Installation commanders will appoint a responsible custodian to perform control procedures required by this regulation. As a minimum, instructions on control procedures will be described in local SOPs. The SOPs will provide for the storage, processing, issuance, turn-in, recovery, expiration and destruction of DOD Vehicle Decals, and USFK Form 37EK (auto). Commanders will establish measures to reduce the possibility of theft, loss, counterfeiting and improper use.

b. The USFK PM will be the sole USFK procurement and distribution agency for USFK access documents.

Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USFK, (FKPM-S), Unit #15306, APO AP 96205-5306. This publication is available electronically at: <https://www-eusa.korea.army.mil>

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DANIEL R. ZANINI
Lieutenant General, USA
Chief of Staff

DISTRIBUTION:
Electronic Media Only

APPENDIX A

REFERENCES

Section I. REQUIRED PUBLICATIONS

Memorandum of Understanding, 12 Jun 86, between the United States Forces Korea and the Korean Employees Union. Cited in paragraph 4-2c(3)(a).

Military Rules of Evidence 314, 315 and 316. Cited in paragraph 1-6k(1)(c).

Uniform Code of Military Justice (UCMJ). Cited in paragraph 1-5.

USFK Reg 1-23 (Distinguished Visitors). Cited in paragraphs 1-6b(12), and 4-8b.

USFK Reg 1-40 (United States Forces Korea Travel Clearance Guide). Cited in paragraph 4-11f(1)(b).

USFK Reg 190-1 (Motor Vehicle Traffic Supervision). Cited in paragraphs 3-1a(1), 3-2a(3), 3-2b(3)(b), 3-2b(3)(c), 3-3b(2), 4-14b(3) and 4-14b(4).

USFK Reg 700-19 (United States Forces Korea Invited Contractors and Technical Representatives). Cited in paragraph 4-7b(1).

Status of Forces Agreement (Art XV). Cited in paragraphs 1-2 and 1-6d(1).

Section II. RELATED PUBLICATIONS

AFI 31-209 (The Installation and Resources Protection Program).

AFI 36-3001 (Issuing and Controlling of Identification Cards).

AFI 34-101/34-104 (Air Forces Morale, Welfare, and Recreation Programs and Activities).

AFR 31-209 (Physical Security).

AR 190-5/AFI 125-14/OPNAVINST 11200.5c (Motor Vehicle Traffic Supervision).

AR 190-13 (The Army Physical Security Program).

AR 215-1 (Morale, Welfare and Recreation Activities and Non-appropriated Fund Instrumentalities).

AR 600-20 (Army Command Policy).

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EUSA Reg 550-1 (Korean Service Corps Mission, Organization, Responsibilities and Operating Procedures).

NAV Reg 1973 (U.S. Naval Forces).

OPNAVINST 5520.14B (Physical Security).

USFK Reg 60-1 (Ration Control Policy - Access to Duty Free Goods).

USFK Reg 190-50 (Law Enforcement Procedures in Korea).

USFK Reg 210-7 (Sale of Commercial Life Insurance and Mutual Funds on United States Forces Korea Installations).

USFK Reg 525-13 (United States Forces Korea Force Protection Program).

USFK Reg 690-1 (Regulations and Procedures-Korean Nationals).

Section III. REQUIRED FORMS

DD Form 2 (Series) (U.S. Military, Active, Retired, Reserve Identification Card).

DD Form 1173 (Uniformed Services Identification and Privilege Card).

DD Form 2220 (Department of Defense Registered Vehicle).

DD Form 2764 (United States DOD/Uniformed Service Civilian Geneva Convention Identification Card) (EGA).

DD Form 2765 (Department of Defense/Uniformed Services Identification and Privilege Card).

EA Form 620EK (Identification Card-Republic of Korea Army Personnel with the U.S. Army).

*USFK Form 24-E (Register (Vehicle, Serial Number Items, Visitor Log)).

USFK Form 37EK (Auto Identification Pass).

*USFK Form 82-E (Application for Temporary/Permanent Post Pass).

*USFK Form 175-R-E (Invited Contractor and Technical Representative Personnel Data Report).

USFK Form 192EK (Temporary Vehicle Pass).

*USFK Form 195EK-E (Application for DOD Vehicle Registration Decal).

USFK Safety Decal.

*Indicated Electronic Media Only (Eighth U.S. Army Webpage).

Section IV. RELATED FORMS

DA Form 3998 (Military Police Desk Reference).

USFK Form 211 (Cargo Vehicle Gate Pass).

USFK Form 211-1 (Cargo Vehicle Gate Pass (Short Form)).

*USFK Form 234EK-E (Background Check Requesting Roster).

APPENDIX B

SAMPLE ACCESS DOCUMENT REQUEST

USFK Form 37EK (auto) Identification Pass Request

Appropriate Letterhead

Office Symbol (190-7)

Date

MEMORANDUM THRU Servicing Pass and ID Office

FOR Appropriate Approving Authority (Installation or Area Deputy Commander or USFK Deputy PM)

SUBJECT: USFK Form 37EK (auto) Identification Pass Request for Mr/Ms last name, first name, KID, SSN, or appropriate identification number.

1. On behalf of organization (18th MEDCOM, N1, 51st Operations Group, etc) I request an installation (specify installation), area (specify area), EUSA-Wide or USFK-Wide identification pass for Mr/Ms last name, first name. Below I have provided all required information and enclosed all supporting documents.

2. Required Information.

a. Mr/Ms last name works as a XXXXXXXX at /serves the command in XXXXX capacity or provides XXXXXX services for the command. He/She needs access to the requested installations for list reasons/purposes.

b. Below is a listing of requested installations with frequency of access.

Camp A	Daily
Camp B	once a month
Camp C	twice a year
etc.	etc.

c. I request access for Mr/Ms last name through FPCON xxxx (Alpha, Bravo, Charlie, Delta). If FPCON Charlie or Delta is requested, the requestor must attach a copy of "mission essential" paperwork. See the applicable portion of Chapter 4 for FPCON limitations.

d. Mr/Ms last name requires access days of week/hours (Monday through Friday 0630-1730, Monday 0001 to Sunday 2400, etc).

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e. Request approval for Mr/Ms last name to escort X (0-4) personnel and Y vehicle (0 or 1). See the applicable portion of Chapter 4 for escort privilege limitations.

f. I have interviewed the applicant and it has been revealed the he/she does/does not have derogatory information in their personal history. If they do have derogatory information in their personal history, it must be included in memorandum format.

3. If approved Mr/Ms last name's supervisor or a representative of my staff will counsel the recipient on the purpose and official uses of the pass.

4. I have reviewed USFK Reg 190-7, specifically Chapter 2 and the applicable portions of Chapter 4 and believe this packet is administratively correct and fully and accurately portrays the basis for Mr/Ms last name's pass. However, if there is a problem or you need further information, please contact my POC (not recipient) at phone number.

2 Encls

1. USFK Form 82-E (typed & signed)
2. Copy of KID or passport

Signature &
SIGNATURE BLOCK

NOTES:

1. This example uses Department of the Army established memorandum procedures. Other components may use appropriate service formats as long as all required information is provided.

2. Enclosures will vary slightly depending on the category of the individual and the types of access privileges requested. Chapters 2 and 4 list additional required enclosures such as a copy of the current ID if this is a renewal application.

3. A request for vehicle access documents will be in the same format with slightly different information.

4. Again, it is strongly recommended that the requesting authority submit individual and vehicle access documents concurrently.

5. See paragraphs 2-2c(1)(c) and 3-2c(1)(c) for requesting procedures for multi-area passes.

APPENDIX C

BAR LETTER FORMAT

(Appropriate Letterhead)

OFFICE SYMBOL (190-7)

(DATE)

SUBJECT: Bar Letter

Mr./Mrs./Miss

Dep./(son/daughter) _____ of

Dear Mr./Mrs./Miss

1. It has been brought to my attention that on (date), at (time), you and your (son, John D.), were at (location), and were apprehended by the Korean National Police and Military Police for a violation of USFK Reg 60-1; Wrongful Possession of a Ration Control Plate belonging to another and purchasing goods for illegal transfer or production of income through barter or exchange.

2. You are hereby notified that, effective upon your receipt of this letter, you and your son (name), are barred from entering the following military installation(s), regardless of whether or not you have been invited by a member of United States Forces Korea as his personal guest: (List the installations/facilities).

3. You are further informed that should you reenter or be found within the limits of the above military installation(s), base(s), or post(s), you will be subject to apprehension and detention by the U.S. military for prompt delivery to the appropriate civil authorities. There is one exception to this provision: You may enter (installation) to obtain health and dental care (only if authorized). When health or dental care is required at (installation), you will enter the installation only through Gate Number _____. From there you will be directed or escorted to the medical or dental facility and exit through the same gate when care has been completed.

4. This bar letter will remain in effect until (date) and any violation of this letter may subject you to possible criminal prosecution by appropriate civil authorities. However, after a period of (state period, e.g., 6 months, 1 year, etc.), this HQ will review your conduct, upon your request, and if warranted, will consider lifting the bar.

(Commander)

NOTE: Must be bilingual when issued to a foreign national. When addressed to active duty military or service department civilians, the subject will be "denied access" instead of being "barred".

APPENDIX D

NOTICE TO PERSONNEL LIABLE TO SEARCH

The bilingual statement below will be posted verbatim at the entrance to USFK installations, visible from a minimum distance of 50 feet, and positioned in such a manner that the sign will be visible when persons enter the installation.

NOTICE

ALL PERSONS, THEIR PERSONAL PROPERTY, U.S. GOVERNMENT
PROPERTY, AND VEHICLES MAY BE SEARCHED UPON ENTRY, WHILE
WITHIN THE CONFINES, OR UPON EXIT FROM THIS INSTALLATION.
PERSONS WHO DECLINE IDENTIFICATION CHECK OR SEARCH WILL
BE DENIED ENTRANCE.

BY ORDER OF THE INSTALLATION COMMANDER

GLOSSARY**Section I. ABBREVIATIONS**

AAFES	Army and Air Force Exchange Service
ACofS	Assistant Chief of Staff
BIDS	Biometrics Identification System
CFC	Combined Forces Command
CID	Criminal Investigation Division
DCofS	Deputy Chief of Staff
DCP	Designated Country Personnel
DeCA	Defense Commissary Agency
DFMD	Digitized Fingerprint Minutia Data
DOD	Department of Defense
DOS	Department of State
DPW	Department of Public Work
DV	Distinguished Visitor
GSO	Government Services Office
HQ	Headquarters
IAW	in accordance with
IC	Invited Contractor
ID	Identification
ISO	Installation Solicitation Office
JA	Judge Advocate
JPIC	Joint Police Information Center

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KATUSA	Korean Augmentation to the United States Army
KID	Korean Identification Card
KN(s)	Korean National(s)
KSC	Korean Service Corps
MAC	Military Armistices Command
MOFAT	Ministry of Foreign Affairs and Trade
MOU	Memorandum of Understanding
MP	Military Police
MWR	Morale, Welfare, and Recreation
NAF(s)	Nonappropriated Fund(s)
NLT	not later than
PAO	Public Affairs Office
PM	Provost Marshal
POV(s)	Privately Owned Vehicle(s)
ROK	Republic of Korea
ROKA	Republic of Korea Army
RSO	Regional Security Officer
SF	Security Force
SJA	Staff Judge Advocate
SOFA	Status of Forces Agreement
SOP(s)	Standing Operating Procedures
TAD	Temporary Additional Duty
TDY	Temporary Duty
FPCON	Threat Condition
TR	Technical Representative

UCMJ	Uniform Code of Military Justice
UNCMAC	United Nations Command Military Armistice Commission
U.S.	United States (of America)
USEMB	U.S. Embassy
USFK	United States Forces, Korea

Section II. TERMS

Access documents. Items of ID, either personal or vehicular, used to determine access eligibility to USFK installations.

Approving Authority. The individual that is authorized to approve installation, area, Eighth U.S. Army and/or USFK pass requests. See paragraph 2-3c for specific guidance.

Biometrics Identification System. The system includes a standardized, automated personnel pass, USFK Form 37EK (auto) Identification Pass, a centralized database of all personnel, vehicle and firearm registrations, and an identification verification system based on Digitized Fingerprint Minutia Data (DFMD).

Community service volunteers. Unpaid personnel who volunteer services for 16 hours or more per month. This group includes those volunteers whose work contributes to the morale and welfare of the military community as decided by the installation commander.

Contractor. A person contracted with the U.S. Government or hired by an employer contracted with the U.S. Government.

Direct hire. Personnel hired for permanent positions on the contract-manning table with regularly assigned full-time tours of duty.

Distinguished Guest. ROK and third country government officials at the vice minister/deputy ambassador (and above) level, who require regular access to USFK installations.

Escorted Persons. Personnel who are invited onto USFK installations for either official or unofficial business. These personnel do not have individual access documents and instead are issued a temporary pass.

Escorts. Personnel authorized to accompany another person or vehicle onto USFK installations. The escorted person or vehicle must be signed onto the installations. Depending on the category of the escort, he may or may not be able to sign on escorted persons for unofficial purposes.

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Guests. A broad category of individuals who are granted access to USFK installations based on official business or an official relationship. The category includes ROK and third country government officials, honorary club members, community service and private organization members, and TDY or travel personnel.

Invited Contractor. Individuals from U.S. firms present in Korea for the purposes of executing contracts with the U.S. armed forces.

Official business. A term used to limit entry onto an installation to those individuals required to meet mission objectives. Official business is limited to activities directly supporting the mission of the command or the health, welfare, or morale of members of the command. Social activities that promote the political aims of the U.S. or relationships with our allies are considered to support the mission of this command.

Personal hire. Individual hired solely for employment in a certain facility, unit, or family quarters of command sponsored personnel on an installation, and is not employed by or paid from appropriated funds or NAF.

Requesting Authority. The individual authorized to request an installation, area, Eighth U.S. Army and/or USFK pass. See paragraph 2-3b for specific requirements to include exceptions to policy.

Sponsor. Designated U.S. military personnel, DOD civilians and USEMB personnel who are authorized to request the issuance of USFK Forms 37EK to personal hire employees and visitors within the command.

Technical Representative. Individuals from U.S. firms present in Korea for the purposes of providing special instruction or advising U.S. armed forces with particular skills.

Temporary vehicle access pass. Issued to non-SOFA vehicles that have been granted temporary access to USFK installations.

Third-country nationals. Any individual who is not of U.S. or ROK nationality as determined by his/her passport, ID card, or other means of identification.

FPCON Code. A set of letter designators (ALPHA, BRAVO, CHARLIE, DELTA) used for establishing access based upon threat conditions and the necessity for an individual to be on a USFK installation during any given FPCON.

Temporary Pass. A USFK Form 37EK that has been over stamped with a large, easily identified "V" to serve as an exchange pass for controlling escorted persons to USFK installations and facilities.

FPCON. Stages of alert and readiness in response to actual or perceived threat against USFK personnel and/or installations.

Visitor. Immediate family members who are visiting personnel assigned to and residing on USFK installations.